



Office of Human Resources
Senior Deputy Monitor, OIM - FL3268
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General Statement of Duties

Provides high level program and policy support and assistance to the Monitor for the City and County of Denver.

Distinguishing Characteristics

This class is exclusive to Denver's Office of the Independent Monitor and is not a Career Service position. This position reports directly to the Monitor and will have limited supervisory responsibility. This responsibility includes managing the office in the absence of the Monitor. This class will not act as a legal advisor or otherwise function as a lawyer for the City and County of Denver. This class performs skilled analyses in the areas of internal investigations and discipline, research, and policy analysis. This is an "at will" position that will serve at the pleasure of the Monitor. This classification is distinguished from the Deputy Monitor, OIM which is responsible for providing support and assistance to the Monitor for the City and County of Denver.

Level of Supervision Exercised

May perform leadwork as assigned.

Essential Duties

Provides high-level program and policy support and assistance to the Monitor for the City and County of Denver.

Manages the Office of the Independent Monitor in the absence of the Monitor.

Works with the Citizen Oversight Board.

Reviews and monitors Internal Affairs Bureau investigations conducted by the Denver Police Department, Sheriff Department and the Fire Department.

Acts as a member of the critical incident rollout team for officer involved shootings

Determines appropriate resolution for citizen and department-initiated complaints.

Attends discipline meetings with DPD and DSD command, providing OIM recommendations and analysis.

Audits policies and procedures of police, sheriff and fire.

Writes the Monitor's annual and other public reports.

Reviews and comments on proposed discipline for public safety employees.

Participates in and monitors internal affairs interviews; writes memorandum and letters relating to the integrity of internal investigations.

Other duties as assigned.

Competencies

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of theory, principles, practices and techniques in the conduct of internal police investigations and review for a large municipal organization.

Knowledge of principles and practices of program planning, management and administration.

Knowledge of federal, state and local laws and regulations and procedures applicable to internal police investigations, whether administrative or criminal and police review responsibilities and jurisdiction.

Ability to read, interpret and apply complex laws and regulations and evaluate and review complaints.

Education Requirement

Master's Degree or Juris Doctor.

Experience Requirement

Three (3) years of experience in conducting or supervising administrative or criminal investigations, practicing law; or working in the criminal justice field.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Colorado Bar membership is not required. The position will not act as a legal advisor or otherwise function as a lawyer for the City and County of Denver.

Successful candidate will be required to pass a rigorous background investigation. This is not a Career Service position. This is an at will appointment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

At-Will Position.

Class Detail

Pay Grade: L-817

FLSA Code: Y

Established Date: 4/26/2020

Established By: SO

Revised Date:

Revised By:

Class History: