

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
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EXECUTIVE DIRECTOR POLICE COMMISSION,

Summary of Duties: The Executive Director Police Commission, as the Commission's Chief of Staff, plans, organizes and directs the work of sworn and civilian staff engaged in the development and implementation of policies, decisions and orders of the Los Angeles Police Commission; gives direction to and coordinates with the Office of Inspector General; manages the Police Commission's oversight function including coordination with the Chief of Police and command staff regarding implementation and accountability for execution of Police Commission policies; oversees and is responsible for staff research and analyses of issues before the Police Commission including the LAPD budget; represents the Commission to other branches of City government, the LAPD, the press and media, and the community at large; anticipates issues to come before the Commission; serves as the principal liaison for transmittal of information to the Commission and individual Commissioners; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Executive Director Police Commission is selected by, and serves at the pleasure of, the Board of Police Commissioners. The Executive Director is the Commission's Chief of Staff. The Board of Police Commissioners has the power to appoint and remove the Executive Director, whose position is exempt from Civil Service provisions.

The Police Commission has the responsibility for the setting of policy, and for the control and regulation of the Los Angeles Police Department. Commission staff, under the direction of the Executive Director, identify problem areas and formulate and verify compliance with Police Commission policies and directives. The Executive Director has the authority to appoint, discharge, suspend or transfer staff of the Police Commission, but does not have operational authority within the Police Department itself. The authority of the Executive Director shall not extend to authority over the Chief of Police nor encroach upon the authority of the Chief of Police to administer the affairs of the Police Department as its general manager and chief administrative officer.

Examples of Duties: The Executive Director Police Commission directs the following program activities of the Police Commission through subordinate supervisors:

- Identifies, articulates and oversees the implementation of Police Commission's policies and directives.
- Provides input to the Board Secretary with respect to the Police Commission's agenda.
- Represents the Police Commission at various civic and governmental functions and with other police agencies and civilian organizations.

Examples of Duties (Cont.):

- Acts as the primary liaison for the Police Commission with other City departments and officials including the Mayor, City Council, and City Attorney's Office.
- Serves as liaison to the media, and in conjunction with the Public Affairs Director, processes requests for special information.
- Serves as a source of information and historical perspective for the Board of Police Commissioners.
- Oversees and is responsible for timely and thorough staff research and analysis of issues before the Police Commission including the LAPD budget.
- Provides personnel resources for individual Police Commissioners carrying out subcommittee assignments such as use of force reviews, management audit reviews, and special projects.
- Conducts special research projects.
- Conducts ongoing analyses of trends and patterns in law enforcement and the criminal justice system.
- Exercises line command over all personnel assigned to the Police Commission and Commission Investigation Division.
- Communicates equal employment/affirmative action information to employees.
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.
- Conducts preparation and management of the annual budget for the Commission.
- Gives direction to and coordinates with the Office of Inspector General to assure that the Police Commission is regularly informed, and aids in its formulation of policy regarding the handling of citizen complaints, tracking and early warning systems, internal Department discipline, officer involved shooting studies, civil litigation, and the results of civil litigation.
- Oversees studies of various Police Department systems such as training, disciplinary, and managerial systems.

- Reviews audits of Internal Affairs Division investigations.
- Directs management audits of various Police Department operations.
- Directs staff review and analysis of Police Department data and reports for the detection of trends and identification of potential problems or weaknesses.
- Oversees Police Commission requests for City Attorney legal opinions.
- Maintains liaison with the Legal Affairs Division, including the tracking of civil litigation.
- Reviews sworn and civilian employee grievances and complaints to the Board of General Appeals.
- Directs the preparation and presentation of grievances and general appeals to the Board of Police Commissioners.
- Oversees the investigation of persons who apply for police permits.
- Directs follow-up investigations of businesses requiring police permits to ensure adherence to Board regulations.
- Directs the enforcement of the Los Angeles Municipal Code, False Alarm Ordinance.

May, at the discretion of the Board, be assigned to other duties.

Qualifications: It is desirable that the Executive Director Police Commission have the following knowledges and abilities:

A good knowledge of:

- Organization, responsibilities, functions, policies and procedures of police agencies, including the Los Angeles Police Department.
- Principles, practices, methods, and techniques of public relations, public administration, management, organization, budgeting and financial administration.
- Sound supervisory and managerial principles and practices including: planning, delegating and controlling the work of subordinates.
- Techniques of training, instructing and evaluation of subordinate work performance.
- Techniques of counseling, disciplining, and motivating subordinate personnel.
- Supervisory and management responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

A working knowledge of:

- Current trends and developments affecting police work.
- Memoranda of understanding as they apply to sworn and civilian personnel.

- Principles and practices of labor relations.
- City Charter and Administrative Code as they apply to the Police Department.

A general knowledge of:

- City personnel rules, policies and procedures.
- Local, state, and federal government rules, policies and procedures.

The ability to:

- Perform public speaking assignments and handle press relations.
- Write reports, prepare statistical analyses and carry out independent research and fact-finding assignments.
- Deal tactfully and effectively with both sworn and civilian employees of the Police Department.
- Develop and maintain cooperative relationships with governmental officials, agencies and civic organizations.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Recognize and deal tactfully with the political structure of the community.
- Provide leadership in promoting and enhancing affirmative action responsibilities and goals.
- Establish and maintain a work environment to enhance both employee morale and productivity.
- Apply sound supervisory and managerial principles and techniques.

Minimum Requirements: A bachelor's degree from a recognized four-year college or university and two years full-time paid managerial experience directing a staff with responsibility for oversight, review, adjudicatory, or audit activities for a law enforcement, governmental, legislative or legal agency. One year of additional experience, as previously described, may substitute for each year of education lacking on a year for year basis.

Experience in dealing with the criminal justice system, law enforcement issues and operations is especially desired.

License: A valid California driver's license and good driving record may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all

of the duties and responsibilities shall be.

As a Covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.