

**INDEPENDENT ASSESSOR, FIRE COMMISSION, 0605****DUTIES STATEMENT**

4/11/2024

Summary of Duties: The Independent Assessor, Fire Commission plans, assigns, organizes and directs the work and resources of professional and clerical personnel engaged in the oversight of the Los Angeles Fire Department's internal disciplinary process for sworn and civilian employees, civil litigation, and directs annual audits; conducts comprehensive procedural and operational audits of the Fire Department's administrative and EEO investigations and application of discipline for civilian and sworn employees; acts as staff liaison to the Board of Fire Commissioners and handles special auditing and administrative review assignments at its direction; assists the Board of Fire Commissioners in providing civilian oversight by monitoring the disciplinary process in the Los Angeles Fire Department (LAFD) and to ensure that investigations are conducted in a thorough, fair, and effective manner; applies sound supervisory standards and techniques in building and maintaining an effective workforce; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: The Independent Assessor, Fire Commission reports directly to the Board of Fire Commissioners and is exempt from Civil Service. It is responsible for the full range of supervisory duties including the application of discipline, training, processing and resolution of grievances, and performance evaluations. The Independent Assessor receives minimal supervision and work is reviewed mainly in terms of objectives accomplished, compliance with policies, and problems solved.

Example of Duties:

- Review investigations of complaints filed against Department employees to determine whether investigations are conducted fairly and comprehensively and progress within standard time frames, and to determine whether adjudication complies with Department policies and procedures;
- Review reports generated from the Department's complaint tracking system;
- Prepare and write reports for the Board of Fire Commissioners;
- Develop reporting and tracking systems to monitor compliance with policies, regulations, and relevant legislation, and to evaluate trends and patterns in discipline;
- Conducts audits, including the annual audit of the internal disciplinary system to identify trends and problems to ensure that oversight by the Board of Fire Commissioners is objective and comprehensive, and in compliance with recommendations;
- Review and evaluate citizen complaints intake procedures to ensure thorough investigations and the timely processing of complaints;
- Review, report and evaluate the complaints to ensure that they are conducted according to the policies of the Fire Commission;
- Under the direction of the Fire Commission, may write the more sensitive or complex audit reports and recommendations;

- Audit the Professional Standards Division including EEO Section investigations to ensure thorough and unbiased adjudication and consistent disciplinary action;
- Maintain a working relationship with the City Attorney to determine the presence of misconduct or mistreatment of individual(s) by either civilian or sworn employees, and to identify whether a nexus exists between the Los Angeles Fire Department's policies and procedures and the litigation;
- Plan, assign, direct, coordinate, and evaluate the work of professional and clerical personnel engaged in oversight and auditing activities and the related data input and filing associated with such activities;
- Establish and maintain communication with the Litigation Section of the Professional Standards Division and the City Attorney on matters of mutual concern such as litigation or misconduct to determine whether revisions in policies or procedures might mitigate legal actions against the City;
- May coordinate requests from the Board of Fire Commissioners for City Attorney opinions and briefings in executive sessions on matters related to litigation;
- Exercise autonomy to arrive at independent conclusions related to Fire Department policies, practices or procedures;
- Assist employees in preparing for promotion as described in the City's Equal Employment Opportunity Program;
- Apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Communicate equal employment information to employees; and
- Ensure a safe work environment and compliance with Department safety policies and practices.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Minimum Requirements:

Five years of full-time paid managerial experience in a public or private organization, directing and managing through subordinate supervisors, the conduct of audits or investigations for change and/or implementation in the areas of employee discipline, discrimination, or other organizational policy matter.

License: A valid California driver's license may be required.

Persons with medical limitations may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this statement is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.