



## Office of Human Resources

### Deputy Monitor, OIM - FA2136

#### General Statement of Duties

Provides support and assistance to the Monitor for the City and County of Denver. Provides 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 is the first level of a two-part series. This position reports directly to the Monitor. This is not an operational manager or an attorney classification. This is a one incumbent class that will not act as a legal advisor or otherwise function as a lawyer for the City and County of Denver. This is an investigative class with emphasis on support and assistance in the areas of internal investigations, 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 Sr. Deputy Monitor which is responsible for providing high level program and policy support and assistance to the Monitor for the City and County of Denver.

#### Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations.

Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving.

Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy.

#### Level of Supervision Received & Quality Review

None

#### Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

#### Level of Supervision Exercised

May perform leadwork as assigned.

#### Essential Duties

Provides support and assistance to the Monitor for the City and County of Denver.

Under the supervision and direction of the Monitor, creates and assists with managing a citizen-police mediation program.

Works with the Civilian Oversight Board.

Reviews and monitors Internal Affairs Bureau assignment decisions by the Denver Police Department, Sheriff's Department and the Fire Department.

Recommends appropriate resolution for citizen and department initiated complaints.

Audits policies and procedures of police, sheriff and fire.

Assists with writing the Monitor's annual and other public reports.

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

### **Competencies**

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

**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 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.

### **Experience Requirement**

None

### **Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **Licensure & Certification**

Colorado Bar membership not required. The position will not act as a legal advisor or otherwise function as a lawyer of 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  
Education Check

### Assessment Requirement

None

### Probation Period

At-Will Position.

### Class Detail

**Pay Grade: A-810**  
**FLSA Code: Y**  
**Management Level: 10**  
**Established Date: 1/1/2018**  
**Established By: Lori Schumann**  
**Revised Date:**  
**Revised By:**  
**Class History:**