THE CITY OF PASADENA IS SEEKING:

Principal Administrative Analyst
Community Police Oversight Commission
$103,918 - $129,897 Annually
THE COMMUNITY
Located approximately 10 miles northeast of downtown Los Angeles, the City of Pasadena is nestled at the western foothills of the San Gabriel Mountains. Incorporated in 1886, today the 23-square-mile City is an ethnically diverse and culturally rich community with a residential population of 140,000 and a daytime population of 240,000. Pasadena is nationally recognized as a destination city for employment, tourism, education, living, arts & entertainment and innovation and is often ranked among the nation’s “Top Ten” small- to midsized cities in many categories, most notably livability and quality of life.

UNIQUE OPPORTUNITY
The City of Pasadena is seeking a Principal Administrative Analyst to provide administrative support to the newly formed Community Police Oversight Commission. In October 2020, the City Council established a Community Police Oversight Commission to enhance, develop, and strengthen community-police relations, and review and make recommendations regarding the ongoing operations of the police department to the chief of police, city manager, and/or city council. This is a high-profile Commission with substantial public interest, and the appointed individual must have and exercise political skill and sensibility.

The Principal Administrative Analyst of the Community Police Oversight Commission provides leadership, administration, and technical support to the Commission, including organizing, planning and coordinating all Commission-related directives, programs, projects, services, and activities. The Principal Administrative Analyst has particular responsibility to work with the Commission, the Independent Police Auditor, City Council, staff in the City Attorney, City Manager, and Police Departments, other legal counsel and members of the community. This position reports to the City Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Provides day-to-day management and leadership to ensure a high performance, customer service-oriented work environment that supports achieving the mission and objectives of the Commission and City
• Works closely with the Independent Police Auditor, the Commission, community, and other stakeholders
• Researches and answers inquiries submitted by City staff, members of the public, the City Council, and other agencies.
• Develops, updates and maintains files specifically related to the Community Police Oversight Commission and the Independent Police Auditor using various office systems
• Develops, initiates, and maintains strategies to complete objectives and goals defined by the Commission and its purpose
• Handles sensitive material used by the Commission and Independent Police Auditor, and treats files in conformance with confidentiality over police officer personnel records and/or criminal investigations
• Maintains the Commission meeting calendar, and facilitates, organizes, schedules, and participates in meetings and conference calls
• Drafts a variety of reports and assists in the development of agenda reports
• Prepares and facilitates the issuance of subpoenas by the Commission/Auditor, where authorized by law
• Acts as a liaison with Police Department staff to facilitate Commission/Auditor requests for records and information
• Prepares and manages the budget, purchasing and handles other administrative functions for the Commission
• Makes presentations to management and the City Council on matters related to the Commission work
• Develops and recommends policies and procedures
• Other responsibilities as assigned by the City Attorney
QUALIFICATIONS GUIDELINES

The following competencies are required for success in this role:

• **Professional Integrity & Ethics** - Displaying honesty, adherence to principles, and personal accountability.

• **Informing** - Proactively obtaining and sharing information.

• **Oral Communication** - Engaging effectively in dialogue.

• **Writing** - Communicating effectively in writing.

• **Action & Results Focus** - Initiating tasks and focusing on accomplishment.

• **Self-Management** - Showing personal organization, self-discipline, and dependability.

• **Relationship Building** - Establishing rapport and maintaining mutually productive relationships with diverse customers.

• **Political and Organizational Savvy** - Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.

The ideal candidate has experience in establishing and maintaining relations with community stakeholders, governmental agencies, law enforcement, and the public in highly sensitive programs and priorities. This person has strong written and oral communications skills, with an ability to listen to a variety of viewpoints openly. The candidate should be familiar with current trends and developments affecting law enforcement, such as community-based policing, to determine whether Police Department operations are functioning to support the expectations of modern law enforcement. The City is seeking someone with a demonstrated understanding and success working with a diverse population, including various ethnic communities, homeless individuals and families, and residents with mental illness.

EDUCATION AND EXPERIENCE

• Graduation from an accredited four-year college or university is required

• At least six years of management experience in one or more of the following areas: government relations (including working with appointed and elected officials), public agencies, non-profit organization work with communities; or comparable training and experience.

• Familiarity with police procedures

Desirable experience (but not required):

• Community engagement, particularly in a leadership or position of trust in the community

• Monitoring law enforcement issues and related public policy matters

• Experience in the areas of civil and human rights, specifically in community relations in public safety matters

SPECIAL REQUIREMENTS

Must possess a valid California Class C driver’s license and comply with the City’s Motor Vehicle Safety Policy during the course of employment.
COMPENSATION AND BENEFITS

The salary range for this position is $103,918 - $129,897 Annually

Pasadena offers a competitive benefits package, which includes, but is not limited to:

- **Retirement:** 2.5% @ 55 CalPERS formula for Classic members; 2% @ 62 CalPERS formula for new members.

- **Health Insurance:** The City provides an allowance to assist with medical premiums.
  
  The 2021 monthly allowance for:
  Employee Only is $669.84,
  Employee +1 is $1,339.68,
  Employee + 2 or more coverage is $1,741.58
  These amounts are adjusted annually.

- **Dental Insurance:** The City contributes 100% of employee only PPO premium. For employees who cover a dependent, Pasadena contributes an additional $80 per month toward premium.

- **Vision Insurance:** The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.

- **Life Insurance:** Pasadena provides life insurance and accidental death and dismemberment coverage for each employee in the amount of $75,000.

- **Vacation Leave:** Accrual rate of 80 hours per year, up to 160 hours per year based on years of service.

- **Management Time Off:** 40 hours per year.

- **Annual Personal Development Allowance:** An annual lump sum payment of $750.

- **Other Leave:** 80 hours of sick leave accrued per year. Eleven (11) paid holidays.

- **Vehicle Allowance:** $300 per month with City Manager’s authorization.

- **9/80 Work Schedule:** The City operates on a 9/80 work schedule and is closed every other Friday.

- **May be eligible for hybrid work,** with teleworking up to two days per week.

This position is at-will, confidential and part of the non-represented management group, Level 2.

HOW TO APPLY

This position will be open from June 10, 2021, until filled.
A first review of applications is scheduled for July 1, 2021.

Please apply as soon as possible by visiting [https://www.govemmentjobs.com/careers/pasadena](https://www.govemmentjobs.com/careers/pasadena) and submit your application, cover letter, resume, and professional references that will be contacted later in the process.