

# Metropolitan King County Council

## Position Descriptions



<b>Position:</b> Investigations Analyst	<b>FLSA:</b> salaried, overtime exempt
<b>Department:</b> Office of Law Enforcement Oversight (OLEO)	<b>Salary Grade:</b> 126
Council Approved: February 1, 2022	

### Summary

The Investigations Analyst, under the guidance of the Investigations Monitor, plays a key role within the Office of Law Enforcement Oversight (OLEO), an independent agency that provides oversight of the Department of Public Safety (Sheriff's Office). The Investigations Analyst's central duty is the review of, and participation in, complex and sensitive administrative investigations to ensure that Sheriff's Office internal investigations are conducted in accordance with applicable laws and procedures. The Investigations Analyst may also participate in all facets of independent investigations conducted by OLEO, including supporting OLEO's Certification Program.

Additional duties may include tracking of investigations, data analysis, drafting of investigative and disciplinary findings, and preparation of reports for internal and external stakeholders. The Investigations Analyst works collaboratively with other staff and is assigned additional duties as needed. This is a salaried, at-will, overtime-exempt position that reports directly to the Director of OLEO or their designee.

### Distinguishing Career Features

- Knowledge of interviewing, investigative, and research principles, and practices.
- Ability to evaluate and audit investigations based on set criteria and to issue clear and actionable recommendations.
- Ability to balance multiple projects of various complexity and meet timelines.
- Highest standards of integrity, ethics, discretion, and confidentiality in undertaking.

### Essential Duties

- Analyzes Sheriff's Office administrative investigations to assess compliance with protocols.
- Identifies areas for review, audit, or investigation and prepares related plans.
- Conducts complex reviews and audits of police investigations and practices in accordance with appropriate standards and provides recommendations to address issues in operations, data quality, policies, and practices.
- Conducts or participates in partial or complete investigations conducted by OLEO.
- Prepares or assists in preparing written reports analyzing investigations, documenting investigative steps, and presenting findings.
- Attends the scene of critical incidents outside of regular work hours as needed.
- Responds to the Council requests as requested on behalf of OLEO Director.
- Performs other duties as assigned.

### Qualifications

## **Knowledge, Skills, and Abilities**

- Specialized knowledge of principles, methods, and techniques used in investigations, preferably of alleged police misconduct and use of force.
- Demonstrated knowledge in applying laws, rules, and policies to investigative findings to make proper determinations and recommendations.
- Ability to identify issues for further investigation based on incomplete facts.
- Specialized knowledge of police practices and the criminal justice system.
- Commitment to equity and social justice and knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Well-developed knowledge of modern English to prepare clear, concise, professional, and persuasive reports suitable for public consumption.
- Ability to work with diverse populations, personalities, and styles—including community members and law enforcement personnel—in situations that may be sensitive, high-risk, and publicly visible.
- Ability to work both independently with minimum supervision and collaboratively as part of a team.
- Ability to balance multiple projects while meeting objectives and deadlines.
- Ability to travel as needed within King County to sites of serious incidents or interviews.

## **Education and Experience**

- Bachelor's degree, preferably in public safety, criminal justice, auditing, or a related field, or equivalent work experience; Master's or JD preferred.
- Three or more years of experience in investigations, auditing, or a similar field.
- Candidates may satisfy requirements in a variety of ways; candidates with non-traditional career paths are encouraged to apply.

## **Licenses and Certificates**

Requires a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. The Policy Analyst must complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

## **Working Conditions**

- Office environment with some travel within King County.
- Occasional work in the field, including attending interviews and responding to incident scenes.
- Generally flexible re: schedule, telework.