




## MEMORANDUM

**Date:** July 5, 2023

**To:** Aram Kouyoumdjian,, Human Resources Director

**CC:** Monica Walker, Human Resources Manager  
Dawud Brewer, Employee Relations Manager  
Jeneen Miller, Associate HR Analyst

**From:** Hansel A. Aguilar, Director of Police Accountability 

**Re:** Request for Reclassification of Administrative Role in the Office of the Director of Police Accountability

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I am writing to request a reclassification of the administrative role within the Office of the Director of Police Accountability (ODPA). Currently, the administrative position is classified as an office specialist and is vacant due to the retirement of Maritza Martinez who served the City of Berkeley for 24 years. While this classification may have been appropriate considering the scope of work in the predecessor police oversight agency, the Police Review Commission (PRC), the establishment of the Police Accountability Board (PAB) and ODPA, through the passing of Measure II, necessitates an administrative professional with enhanced knowledge, skills, and abilities to effectively support the diverse tasks within the office.

One significant distinction between the transition from the PRC to the PAB and ODPA is the independence from the City Manager's Office (CMO) chain of command. As a result of this transition, the administrative role within the ODPA has encountered increased responsibilities that were previously fulfilled with the assistance of CMO staff. Although there continues to be a collaboration between the ODPA and the CMO, it is essential to maintain the autonomy of the ODPA by having a trained administrative professional capable of independently completing tasks without significant reliance on the CMO.

In light of these considerations, reclassifying the administrative role from office specialist to associate management analyst would enable the ODPA to have an in-house, highly skilled professional who can proficiently handle a wide range of administrative tasks. This

reclassification aligns with the increased complexity and demands associated with the ODPAs expanded mandate and greater independence.

The administrative professional in the ODPAs would be responsible for various duties, including but not limited to:

1. Managing and coordinating administrative operations within the ODPAs, such as budgeting, procurement, and contract management.
2. Providing substantive support in the development and implementation of policies, procedures, and initiatives.
3. Conducting research and analysis to support decision-making processes and preparing comprehensive reports and presentations.
4. Coordinating meetings, including scheduling, agenda preparation, and minute-taking, to facilitate effective communication and collaboration.
5. Assisting with the management of public inquiries, records management, and public disclosure requests.
6. Collaborating with internal and external stakeholders, fostering effective working relationships and ensuring the smooth flow of information.

By reclassifying the administrative role to associate management analyst, the ODPAs will have a dedicated professional equipped with the necessary knowledge, skills, and abilities to meet the increasing demands of the office. This classification recognizes the strategic importance of administrative support in ensuring the efficient functioning of the ODPAs and the successful execution of its mission.



## **Associate Management Analyst- Administrative Analyst DUTY STATEMENT**

Assist the Director of Police Accountability (DPA) in providing support to the Police Accountability Board (PAB). Duties include:

- Clerical duties: Assists with the intake and dissemination of public complaints addressed to the PAB; takes Office meeting notes and assists with the preparation of meeting summaries and other reports; and prepares correspondence on behalf of the ODPA and PAB.
- Provides logistical support for PAB meetings, including printing materials and room setup.
- Provides professional support to the DPA, including conducting research or information gathering, preparing correspondence, and assisting with the preparation and issuance of DPA reports.
- Works with multiple stakeholders to complete tasks and corresponds regularly with individual members of the public.
- Supports the administrative functions of the DPA office such as maintaining office records, ordering office supplies, and coordinating travel logistics and expenses.

### **Illustrative Duties**

- Performs professional analytical and technical work in the formulation and administration of department or division budgets, development, and management of grants and contracts, management of department-level procurement, or coordination of personnel functions.
- Performs research and analysis in the development of program or project activities, including program compliance and eligibility, regulatory issues, and funding requirements.
- Compiles and analyzes data and makes recommendations on the formulation of policy, procedures, staffing, and organizational changes; conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, or operational problems.
- Compiles materials and assists in the preparation of program-related grants, budgets, reports, manuals, and publications; coordinates procurement activities and related support functions for a program or project.

- Analyzes information for preparation of grants, contracts, and agreements; assists in negotiating terms; implements, monitors, and prepares reports on conduct and performance; prepares statistical data and graphs.
- Performs research and prepares studies as required; conducts surveys, compiles and analyzes data and formulates program policies and procedures; monitors and evaluates program effectiveness and outcomes; prepares periodic or specialized reports of program activities.
- Participates and assists in the design, implementation, and installation of new and revised programs, systems, procedures, methods of operation, and forms.
- Coordinates and monitors the administrative functions of an assigned department; compiles materials and assists in the preparation of budgets, reports, manuals, and publications.
- Coordinates departmental activities and programs with other City departments and divisions, and with outside agencies; represents the assigned department in committee meetings; oversees contract service providers.
- Makes complex program or project eligibility determinations;
- Prepares oral reports; makes oral presentations to a variety of City and departmental committees.
- May train staff and Board members as assigned to include interns, work-study students, and fellows.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.