



City of San Diego

## Executive Director - Commission on Police Practices - 349 (Unclassified)

<b>SALARY</b>	\$7,692.31 - \$9,576.92 Biweekly \$16,666.67 - \$20,750.00 Monthly \$200,000.00 - \$249,000.00 Annually	<b>LOCATION</b>	City of San Diego, CA
<b>JOB TYPE</b>	Unclassified	<b>JOB NUMBER</b>	349
<b>BUSINESS AREA</b>	1216 - Commission on Police Practices	<b>PERSONNEL AREA</b>	1216 - Commission on Police Practices
<b>OPENING DATE</b>	07/11/2025	<b>CLOSING DATE</b>	8/11/2025 11:59 PM Pacific

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### JOB INFORMATION

**\*\*Please Note:** Current City Employees: To Apply, please log into SuccessFactors, click on the "Careers" tile and apply.

The City of San Diego, California (City) is seeking a dynamic and experienced leader to serve as its Executive Director and administrative director for the Office of the Commission on Police Practices (OCPD). Appointed by the San Diego City Council (City Council) serving at the will and direction of the Commission on Police Practices (Commission), and leading a dedicated staff, the Executive Director will oversee the Commission's mission to hold law enforcement accountable to the community and to increase community trust in law enforcement, resulting in increased safety for both the community and law enforcement.

#### The Position:

The duties and responsibilities of the Executive Director are defined by the Commission's bylaws and the applicable sections of the City of San Diego Municipal Code, including:

- Serve as the primary point of contact for community members, City officials, SDPD, and the media; respond to inquiries, and receive complaints.
- Direct the day-to-day operations of the OCPD.
- Coordinate with the Commission Chair to facilitate communication between the Commission and the Mayor, San Diego City Council, Office of the City Attorney, and Chief of Police.
- Maintain records and prepare reports, including semi-annual reports to the Mayor and City Council.
- Hire and supervise OCPD staff, independent contractors, and consultants.
- Ensure the preparation and dissemination of all meeting notices for the Commission and committee meetings as required by the California Ralph M. Brown Act.
- Attend and provide support for all Commission meetings and committee meetings, including coordinating the preparation and dissemination of meeting minutes.
- Serve as custodian of the Commission's records, in compliance with all applicable laws related to records retention, protection, confidentiality, and disclosure.
- Serve as the spokesperson for the Commission and issue official statements.
- Direct the development and management of the budget of the Commission and the OCPD.

- Collaborate with the in-house legal counsel to ensure compliance with Commission bylaws, policies, and all applicable local and state laws.
- Develop and retain highly skilled, customer service-oriented staff through selection, training, and day-to-day management practices.
- Support the Commission's effectiveness by providing leadership, administrative and technical support, to the Commission including organizing, planning, and coordinating all Commission-related directives, programs, projects, services, and activities.

#### **Minimum Qualifications:**

Competitive candidates will have several years of relevant combined education and experience in civilian oversight of law enforcement, criminal justice/investigation, civil and human rights, community engagement, or related fields. Ideal candidates will also have a strong track record of community engagement, particularly in leadership roles or positions of trust in the community. Successful candidates must have the ability to operate in an apolitical and impartial manner and have three or more years of leading and overseeing complex organizations with demonstrated success in administrative, managerial, and supervisory responsibilities, including reporting to a board.

Proficiency in Microsoft Office applications, including Teams, PowerPoint, SharePoint, Outlook, Word, Excel, Zoom, and Google Shared drives is also required. The position could be hybrid.

#### **Desirable Qualifications:**

The ideal candidate(s) will possess the following qualifications:

- Extensive knowledge of best practices and national trends in civilian oversight of law enforcement, transparency, and accountability.
- A thorough understanding of and commitment to the San Diego model of civilian oversight.
- Strong knowledge of California laws and regulations governing police departments, police policies, activities, operations, and management.
- Demonstrated commitment to principles of equity, inclusion, diversity, and cultural awareness.
- Proven ability to work in a cooperative, collaborative, non-adversarial environment where a win-win is the preferred outcome.
- Proven track record of creating strong, positive, and effective relationships with volunteer board or commission leaders.
- Experience engaging and facilitating dialogue with large, diverse groups (including racial, religious, immigrant, LGBTQ+, and gender-diverse communities) with the ability to identify and respond to individual needs within these groups.
- Knowledge of effective community outreach and communications strategies.
- Experience with conflict resolution and mediation with well-developed facilitation skills to help resolve differences.
- Knowledge of the Ralph M. Brown Act and the ability to apply its requirements, ensuring transparency and public access.
- Strong quantitative and analytical skills, including a thorough understanding of common data analysis tools and programs.
- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing, to different audiences while listening to a wide range of viewpoints openly.
- Experience in establishing and maintaining relationships with community stakeholders, governmental agencies, law enforcement, and the public regarding highly sensitive programs and priorities.
- Ability to comprehend technical details and understand how they relate to and impact the 'big picture.'
- Proven track record of maintaining confidentiality.
- Office management responsibilities: ability to delegate, understand individual needs of staff and support of team, open to receiving criticism from staff.

#### **Benefits:**

The City offers a robust benefits package that includes:

- Defined retirement plan, including pension reciprocity, dependent on an employee's eligibility status (new hire, rehire, etc.).
- A wide variety of cafeteria-style health and wellness plans or in-lieu cash waiver.
- 11 paid City holidays per calendar year and 1 floating holiday per fiscal year.
- Approximately 176 hours of paid annual leave for an employee's first 15 years of service, and approximately 216 hours for 16+ years of service.
- Up to 24 hours of paid discretionary leave per fiscal year.
- 80 hours of Administrative Management Leave.
- \$300 car allowance.
- Up to 320 hours of paid Parental Leave per childbirth or placement of a child.
- Up to 40 hours of paid Bereavement Leave per fiscal year.
- Tuition reimbursement up to \$2,000 per fiscal year, and complimentary LinkedIn Learning professional development opportunities.
- Free transit pass (including MTS Trolley, MTS Bus, and all Rapid and Rapid Express bus services).
- Access to premier City golf courses at a discounted rate.
- Reduced-rate fitness center memberships.
- City-paid life insurance.

For additional details, please review the [Benefits Summary for Unclassified Employees](#) ([Download PDF reader](#)). ([Download PDF reader](#)) or contact the Benefits Division of the Risk Management Department at (619) 236-5924.

### **The Department:**

The Office of the Commission on Police Practices (OCPP) is a City department that provides staff and in-house legal counsel to support the work of the Commission on Police Practices. In November 2020, City voters approved Measure B, creating a new independent Commission to replace the Community Review Board on Police Practices. Measure B amended the City Charter by adding Section 41.2 related to the Commission. The City Council also adopted an implementation ordinance set forth at San Diego Municipal Code Sections 26.1101 through 26.1115 [section on Commission on Police Practices](#). ([Download PDF reader](#)).

The purpose of the Commission is to provide independent investigations of officer-involved shootings and in-custody deaths, as well as other significant incidents, and an unbiased evaluation of all complaints against the San Diego Police Department (SDPD) and its personnel. This process is designed to be transparent and accountable to the community. In addition, the Commission will evaluate and review SDPD policies, practices, training, and protocols and represent the community in making recommendations for improvements and changes. The City's Municipal Code sets forth the full duties and responsibilities.

### **The City:**

With more than 1.4 million residents, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location make it the ideal place to work, live, and play. With its great weather, miles of sandy beaches, and major attractions, San Diego has something to offer for everyone.

The City's Mission, as stated in the [Strategic Plan](#) is "Every day we serve our communities to make San Diego not just a fine city, but a great City." The City's Vision is "Opportunity in every neighborhood, excellent service for every San Diegan."

As one of the region's largest employers, the City of San Diego employs nearly 13,000 highly dedicated employees and has a combined Fiscal Year 2025 operating and capital budget of approximately \$5.65 billion. Additional information about the City of San Diego can be found on the [City's website](#).

**Pre-Employment Requirements and Screening Process:**

Employment offers are conditional, pending the results of all screening processes applicable to the position. All the processes required by the City of San Diego must be successfully completed before employment begins. Please refer to the [City's pre-employment requirements and screening process webpage](#) for additional information. Nothing in this job posting constitutes or should be construed as part of an express or implied contract for employment with the City of San Diego.

Resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to interview.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

**Click Here to Apply:** <https://jobs.sandiego.gov/job-invite/349/>

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**Employer**

City of San Diego

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San Diego, California, 92101

**Phone**

(619) 236-6400

(619) 236-6358

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