

DUTIES STATEMENT

DEPUTY EXECUTIVE DIRECTOR  
(CIVILIAN COMPLAINT REVIEW BOARD)

This is a management class of positions. Under the direction of the Executive Director, assists in the administration and management of the Civilian Complaint Review Board. Assists the Executive Director in the formulation of the overall policies of the Board with regard to administration, investigations, conciliations and hearings. Oversees the investigative process including the preparation of reports and recommendations concerning all cases. Assists in maintaining liaison with governmental and non-governmental representatives with an interest in CCRB proceedings. Assumes the duties of the Executive Director in the absence of that person. Performs related work.