

## **CLASS TITLE: Policy Advisor, Public Safety, Office of the Mayor**

### **CHARACTERISTICS OF THE CLASS**

- Provide guidance on policy and/or strategic initiatives to Mayor's Office staff and team members.
- Manage projects and maintain internal and external relationships with City departments and stakeholders.
- Perform related duties as required.

### **ESSENTIAL DUTIES**

- Support the operational needs of the Mayor's Office of Public Safety and its relevant City agencies including the Chicago Fire Department, the Chicago Police Department, the Office of Emergency Communications and Management, Police Board, the Civilian Office of Police Accountability, the Office of Public Safety Administration, and the Community Commission for Public Safety and Accountability.
- Liaise with the public safety departments (see above) to create new policies and analyze existing policies that may include but are not limited to constitutional policing, diversity and equity, violence reduction, emergency preparedness, alternate response models, and other public safety issues.
- Project manage new and existing policies in collaboration with public safety departments, other city agencies and community stakeholders and deliver tangible outcomes.
- Research, and analyze federal, state, and local policy and legislation and prepare summaries, impact analyses, and recommendations to keep management abreast of new legislation and trends affecting public safety.
- Serve on various inter-agency committees, task forces, commissions, and working groups to ensure program policies are appropriately implemented.

**NOTE:** *The above list of essential duties is not intended to be inclusive; there may be other duties that are essential to this position.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Bachelor's degree from an accredited institution required and at least two (2) years of work experience
- Juris Doctor or master's degree in a relevant field preferred
- Experience in a government or nonprofit setting
- Experience in the administration or coordination of public safety, violence prevention, juvenile justice, constitutional law, victim services, reentry, or other social services
- Excellent managerial and interpersonal skills
- Proven track record of effectively interacting with senior management

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- Ability to work strategically and collaboratively across departments
  - Effective, versatile and action oriented

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine).

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

- Working familiarity or knowledge of key economic mobility policy domains (e.g. health and human services, community development and/or labor and economic policy) and commitment to growing one's knowledge base.
- Understanding of government structure and function, including City of Chicago ordinances, policies, procedures, rules, and regulations
- Familiarity with public safety departments functions, policies, procedures
- Demonstrated experience working in policy development, particularly Illinois legislative and policy processes

#### **Skills**

- Leadership – demonstrate willingness and ability to lead, take charge, and offer opinions and direction when necessary and appropriate
- Critical thinking – identify the strengths and weaknesses of issues and provide solutions, conclusions or alternative approaches to the issues
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner
- Strategic thinking – ability to think of long-term plans or strategies for advancement of agendas
- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision

#### **Other Work Requirements**

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

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### **THIS POSITION IS A SHAKMAN EXEMPT POSITION**

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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City of Chicago  
Department of Human Resources

**To apply, interested candidates should submit a resume and cover letter to First Deputy for Public Safety, Jessica Gall-Adediran, at [jessica.gall@cityofchicago.org](mailto:jessica.gall@cityofchicago.org)**