

Job Description

PROJECT MANAGER (CCPSA)

377971

Description

JOB ANNOUNCEMENT

Project Manager

Community Commission for Public Safety and Accountability (CCPSA)

NUMBER OF VACANT POSITION(S): One (1)

In July 2021, the Chicago City Council passed an ordinance establishing a new model for police oversight, accountability, and public safety. The ordinance creates two bodies: a citywide Commission for Public Safety and Accountability, with power to advance systemic reform, and District Councils which will be elected in each police district and work to improve policing and public safety in the district.

The Community Commission is a seven-member body. Commissioners must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Currently, an interim Commission is in place which will be replaced by a permanent Commission. Commissioners will be nominated by elected community members, selected by the Mayor, and confirmed by the City Council. Commissioners will serve four-year terms. The Commission will oversee the Police Department, the Civilian Office of Police Accountability (COPA), and the Police Board. The Commission's powers include playing a central role in selecting and removing the Police Superintendent, COPA Chief Administrator, and Police Board members; setting Police Department policy; establishing annual goals and evaluating progress for CPD, COPA, and the Police Board; and promoting community engagement and transparency.

ESSENTIAL DUTIES

- Reports to the Deputy Director for the Commission
- Establishing timelines and implementing processes to track and monitor the progress of projects and accomplishment of key objectives.
- Providing support with Annual Report
- Supporting follow-up activities associated with commission activities
- Performing policy research and analysis
- Writing policy briefs in collaboration with commission staff
- Develop the process for and publishing reports on district council findings and activities
- Providing support during commission meetings
- Develop relationships with community organizations and coordinate communications between those organizations and district council staff
- Identifying public safety programs and models from across the country to support the work of the commission.
- Maintaining a working knowledge of the public safety landscape within the city of Chicago as it compares to models from other major urban areas.
- Tracking, maintaining, and updating a database of follow-up items in collaboration with commission staff

- Coordinating and administering special projects as assigned by Deputy Director to the Commission

NOTE: *The list of essential duties is not intended to be inclusive; other duties may be essential to particular positions within the class.*

Location: 2 N, LaSalle St. Suite 725

Days & Hours: Monday-Friday, 9am-5pm with some evenings and weekends

Salary: **\$104,580**

(Shift May Varies due to Operation)

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences or a related field plus three (3) years of community or social services experience; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause

specifically insuring the City of Chicago from accident liability

Preference will be given to candidates possessing the following:

- 5 years of government relations, and public policy
- Possesses PMP (Project Management Professional) certification

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veteran's preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general

discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second-party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the city as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago Department of Human Resources at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Opportunity and Military Friendly Employer.

City of Chicago

Department of Human Resources

Brandon Johnson, Mayor

Christopher K. Owen, Commissioner

Please note, all positions with the City of Chicago close promptly at 11:59pm C.D.T. Applications for this position will be accepted until 11:59p.m. C.D.T. on June , 2023. No exceptions will be made.

Posting Date May 18, 2023 | **Closing Date (Period for Applying) - External:** Jun 2, 2023
Salary: \$104,580 **Pay Basis:** Yearly