



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

CHARACTERISTICS OF THE CLASS

Provide guidance on policy and strategy initiatives to 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 Office of Public Safety and 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 new independent civilian oversight body;
- Work with the public safety departments (see above) to develop and implement solutions regarding constitutional policing, police reform implementation, violence reduction, emergency preparedness, and other public safety issues;
- Develop and maintain relationships with City agencies, community-based organizations, and community members;
- Support the implementation of the newly passed legislation creating an independent civilian oversight body to oversee the Chicago Police Department, the Civilian Office of Police Accountability (COPA), and the Police Board;
- Support implementation of reforms related to the 2019 Consent Decree between the State of Illinois and the City of Chicago, in partnership with the Department of Law and Chicago Police Department;
- Provide project management support for implementation of a new youth diversion and deflection model in Chicago;
- Participate in identifying potential funding sources for programs and completing grant applications;
- Track 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;
- Manage long-term public safety projects, collaborating with and convening relevant stakeholders and delivering tangible outcomes;
- Research and assist in the implementation of the Office of Public Safety's legislative and policy agendas.

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

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

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- Experience in a government or nonprofit setting
 - Experience in the administration or coordination of public safety, violence prevention, juvenile delinquency, victim services, reentry, or other social services
 - Excellent managerial and interpersonal skills
 - Proven track record of effectively interacting with senior management
 - 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

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.

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

City of Chicago
Department of Human Resources

To apply, interested candidates should submit a resume and cover letter to saferchicago@cityofchicago.org no later than May 6th, 2022