



**Code: 9024**

Family: Public Safety

Service: Public Safety Service

Group: Police Service

Series: Police Administrative

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## **CLASS TITLE: PROJECT STRATEGY MANAGER - CPD**

### **CHARACTERISTICS OF THE CLASS**

Under direction, develops and manages implementation plans and strategies to achieve compliance with consent decree requirements and the strategic vision for the Chicago Police Department; and performs related duties as required.

Positions will be working in a fast-paced environment requiring the management of multiple projects simultaneously.

### **ESSENTIAL DUTIES**

- Develops comprehensive implementation plans and strategies to ensure complete and effective implementation of reforms required under the consent decree and strategic plan (e.g., use of force, training, community policing, data/reporting)
- Maintains multiple project work plans and schedules to ensure that projects adhere and meet individual milestones and deliverables associated with reforms
- Builds and maintains working relationships with key stakeholders (e.g., sworn and senior staff, external stakeholders) to identify and resolve barriers to implementation and ensure systematic reform efforts
- Facilitates meetings with stakeholders to provide visibility on project progress, deadlines, and issues
- Acts as a liaison with Independent Monitor's Office and works with team to ensure complete implementation of reforms
- Keeps abreast of new or emerging reform initiatives and best practices and recommends solutions and changes to departmental policies and procedures as appropriate
- Compiles and analyzes data and information and drafts recommendations for senior leadership
- Maintains accurate records of progress across various implementation plans
- Prepares project status, recommendations, and ad hoc reports for stakeholders

**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**

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a field of study directly related to the responsibilities of the position, plus two (2) years of project management, policy analysis, business management, or management consulting work experience, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Business or Public Administration, or a field of study directly related to the responsibilities of the position, plus one (1) year of project management, policy analysis, business management, or management consulting work experience

#### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

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

### **Knowledge**

Comprehensive knowledge of:

- \*project management practices
- \*principles and practices of program planning, development, and implementation

Moderate knowledge of:

- \*client relationship management
- \*applicable computer software packages (e.g., Microsoft Excel and PowerPoint)
- \*writing and formatting styles and methods used in applicable publications
- \*data analysis and report preparation

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

### **Skills**

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE ENGAGEMENT** - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions

### **Abilities**

- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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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.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2018; March, 2022; May, 2025