

**Job Description****DIR / COMMUNITY LIAISON****395460****Description****JOB ANNOUNCEMENT****Director/Community Liaison**  
**Community Commission for Public Safety & Accountability****NUMBER OF VACANT POSITION(S): One (1)****(Additional vacancies possible pending budget approval)****Starting Salary: \$74,244.00****THE POSITION**

Under direction, the Director/Community Liaison functions as a liaison to facilitate interaction and dialogue between the Community Commission for Public Safety and Accountability and organizations and individuals interested in public safety and accountability and performs related duties as required.

**BACKGROUND**

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 are elected in each police district and work to improve policing and public safety in the district. The Commission and District Councils bring police officers and Chicago residents together to plan, prioritize, and build mutual trust; strengthen the police accountability system; give Chicagoans a meaningful new role in oversight; and explore and advance alternative effective approaches to public safety. The Commission and District Councils are supported by a City department, also called the Community Commission for Public Safety and Accountability, with a full-time staff.

The Community Commission is a seven-member body whose members must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Commissioners are nominated by elected District Council members, selected by the Mayor, and confirmed by the City Council. Commissioners serve four-year terms. The Commission oversees 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.

District Councils have been created in each of the city's 22 police districts. Each District Council is made up of three people elected in regular municipal elections. Members serve four-year terms. The District Councils' roles include: building connections between the police and the community at the district level, where the community is a true partner in making the neighborhood safer, addressing problems, and setting priorities; collaborating in the development and implementation of community policing initiatives; holding monthly public meetings, where residents can raise and work to address concerns about policing in the district, increase accountability, and work on local initiatives rooted in community concerns and priorities; working with the community to get input on police department policies and practices; working to develop and expand restorative justice and similar programs in the police district; and ensuring that the Commission gets input from the

community, so that the Commission's work will be based on what people in neighborhoods across the city are concerned about.

## **ESSENTIAL DUTIES**

Confers and works with the Community Commission for Public Safety and Accountability to facilitate interaction between the Community Commission and organizations and individuals interested in public safety and accountability, and to increase engagement with the Community Commission's work;

Serves as a liaison with organizations and individuals to identify and analyze the public safety and accountability-related ideas, goals, and concerns of a broad array of diverse community stakeholders within the city of Chicago;

Works to identify, support, and create opportunities for organizations and individuals to share their public safety and accountability-related ideas, goals, and concerns with the Community Commission;

Works to establish avenues by which organizations and individuals can increase engagement with the Community Commission;

Works with organizations and individuals across the city to gather input to inform the Community Commission's efforts to set goals for the Superintendent of the Chicago Police Department, Chief Administrator of the Civilian Office of Police Accountability, and President of the Police Board;

Works with organizations and individuals across the city to gather input to inform the Community Commission's efforts to draft, review, and approve Police Department, COPA, and Police Board policies;

Works with organizations and individuals to identify preventative, proactive, community-based, and evidence-based solutions to violence that the Community Commission can recommend to the City Council

Works with organizations and individuals to identify ways to increase the effectiveness and efficiency in the use of public safety resources that the Community Commission can recommend to the City Council;

Works with organizations and individuals to get input on the Chicago Police Department budget, as part of the Community Commission's review of the annual budget;

Works with organizations and individuals to identify ways to ensure that Police Department resources are used appropriately, taking into account issues that other professionals could adequately address;

Advises the Community Commission and staff about identified ideas, goals, and concerns from organizations and individuals via written memos; and

Carries out other duties as assigned.

*Additional duties may be required for this position*

Location: 2 N. LaSalle Street, Suite 1600  
 Days: Monday-Friday (occasional evenings and weekends required.)  
 Hours: 9:00 am – 5:00 pm

## **THIS POSITION IS IN THE CAREER SERVICE**

### **Qualifications**

#### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree in public administration, public policy, the social sciences, or a related field, supplemented by four years of progressively responsible experience in human relations, social welfare, or community organizing, or an equivalent combination of training and experience.

#### **PREFERRED QUALIFICATIONS:**

Deep relationships in a diverse range of Chicago communities.

Experience building partnerships between diverse stakeholders.

Extensive community organizing experience.

## **WORKING CONDITIONS**

General office environment

Will have to work some evenings and weekends

## **EQUIPMENT**

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

Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

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

### Knowledge

Intermediate to advanced working knowledge of:

- Office management and administrative procedures and practices (Microsoft Office Suite & Microsoft Teams)
- Applicable computer software applications and personal computer operations, report preparation methods, practices, and procedures

### Skills

**COLLABORATION:** Works closely with others and builds enduring relationships that help achieve mutual goals

**COMMUNITY RELATIONS:** Experience in community relations and outreach with the demonstrated ability to build strong working relationships with diverse constituents and communities

**PLANNING AND ORGANIZATION SKILLS:** Ability to clearly identify and communicate what needs to be done, by whom, and on what timeline

**STRATEGIC THINKING:** Understands complexity and intuitively knows how different pieces fit together; identifies creative processes/solutions

**PROJECT MANAGEMENT:** Efficiently orchestrating many people and resources in a timely fashion to achieve an objective or meet a deadline

**COMMUNICATION:** Ability to clearly and succinctly express and discuss ideas, both verbally and in writing

### Abilities

**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

**REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

**Application Evaluation:** Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Candidates who meet the minimum qualifications will be placed on an eligibility list in lottery order. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**Education & Employment Requirements and Verification:** You must provide information about your educational background and work experience including job titles, dates of employment (month/year), and specific job duties on your resume and/or application as it relates to the qualifications of the position for which you are applying. 'Acting Up' cannot be considered for current City employees. Please attach all applicable transcripts, diplomas, licenses, and/or certificates as outlined on the job posting for the position you are applying for. The initial evaluation will be based on information provided and documents submitted with the application. Applications must be submitted by the individual applicant. Employment applications lacking the required documentation will not be considered. For information regarding the required attachments, please review the description section of the job posting. Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history. If you received your degree internationally, you will be required to provide a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications to be referred to departments for consideration.

To honor the commitment of our veterans, the City of Chicago has amended city ordinance 2-74-020 to bolster the hiring preference for individuals who have served in the United States Armed Forces and were discharged or released therefrom under Honorable Discharge or General Discharge (Under Honorable Conditions). The City of Chicago further recognizes an individual who has completed the term of their initial contract as a Reservist or member of the National Guard and is actively serving in good standing. Veterans who claim Veteran's preference must submit the following at the time of onboarding: DD214, Certificate of Release or Discharge from Active Duty that must show the Veterans' character of service upon discharge. If an individual is still in the Reserve or National Guard, a letter from the Commanding Officer, Unit Representative, or Personnel Staff Officer (S-1) stating the individual is serving in "good standing" and has completed their first term of their initial contract. In order to receive the veterans preference, candidates must answer "yes" to the question on the online application that asks, "Have you been discharged or released therefrom the United States Armed Forces under Honorable Discharge or General Discharge (Under Honorable Conditions) OR have you completed the term of your initial contract as a Reservist or member of the National Guard and are actively serving in good standing AND do you wish to be considered for a Veteran's preference in hiring with the understanding that you must provide required documentation at the onboarding stage AND if you cannot produce the required verification your conditional offer may be revoked?" In addition, you must provide documentation to verify your military service at the time of on-boarding. Veterans who claim Veteran's preference must submit the following at the time of onboarding: DD214, Certificate of Release or Discharge from Active Duty that must show the Veterans' character of service upon discharge. If an individual is still in the Reserve or National Guard, a letter from the Commanding Officer, Unit Representative, or Personnel Staff Officer (S-1) stating the individual is serving in "good standing" and has completed their first term of their initial contract. If an individual indicates they are a veteran but fails to provide required documentation at the time of onboarding the conditional offer of employment may be rescinded.

To promote the social and economic well-being of residents in socio-economically disadvantaged areas which are disproportionately impacted by low household income, high poverty and high levels of unemployment, the City of Chicago has amended city ordinance 2-74-075 to include a hiring preference for residents of socioeconomically disadvantaged areas. Under section 2-92-390 of the municipal code, the Commissioner of Planning and Development is authorized to designate socioeconomically disadvantaged areas. These designations will be used to provide residents from within these areas a hiring preference. Unless otherwise prohibited by the hiring plan, collective bargaining agreement or federal state or local law and subject to the availability of eligible applicants, each referral list for a covered position shall include 25% of eligible applicants who are residents of socioeconomically disadvantaged areas.

**FAIR CHANCE HIRING EMPLOYER:** The City of Chicago is committed to being a Fair Chance Hiring employer. We value applicants with diverse experiences, including those who have had prior contact with the criminal legal system. Having a criminal history, including prior incarceration, arrest(s), and/or conviction(s) does not automatically disqualify you from employment with the City of Chicago.

If you receive a conditional offer of employment, the City will conduct a background check. The resulting report will be used to conduct an individualized assessment to determine if the nature of any prior conviction conflicts with the specific duties and responsibilities of the job for which you have been selected. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances.

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

**Employee Vaccination Requirement:** City of Chicago employees must, as a condition of employment, be fully vaccinated against COVID-19 effective October 15, 2021. This Policy applies to all City employees. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable City processes. For more information on the vaccine policy please visit: [https://www.chicago.gov/city/en/depts/dhr/supp\\_info/city-of-chicago-employee-vaccination-policy.html](https://www.chicago.gov/city/en/depts/dhr/supp_info/city-of-chicago-employee-vaccination-policy.html)

**Reasonable Accommodation:** 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](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.

**Salary and Benefit Information:** For more information regarding compensation with the City of Chicago, please visit: [https://www.chicago.gov/content/dam/city/depts/dhr/supp\\_info/JobClassification/2023\\_2024\\_Classification\\_and\\_Pay\\_Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2023_2024_Classification_and_Pay_Plan.pdf)  
For more information regarding benefits please visit: <https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

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

**The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**  
Brandon Johnson, Mayor

**Applications for this position will be accepted until 11:59pm CDT on 8/09/2024**

**Posting Date** Jul 12, 2024 | **Closing Date (Period for Applying) - External:** Aug 9, 2024  
**Salary:** 74,244.00 **Pay Basis:**Yearly