



Code: 2903

Family: Planning and Urban Development

Service: Health and Welfare

Group: Medical and Social Service

Series: Human Relations

CLASS TITLE: RESEARCH AND POLICY ANALYST-CPD

CHARACTERISTICS OF THE CLASS

Under direction, class is assigned to the Research and Development Division of the Chicago Police Department engaged in researching, analyzing and writing Chicago Police Department directives to support department operations, consent degree and accreditation compliance, and performs related duties as required

ESSENTIAL DUTIES

- Develops new policies and/or makes modifications to existing departmental policies and coordinates with executive and command staff regarding final approval
- Evaluates current, new or proposed changes to department directives, state and/or federal legislation, consent decree requirements or accreditation changes from the Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Manages comprehensive research studies including working with department stakeholders to identify and outline operational needs and requirements; developing surveys and collection models; and gathering and reviewing programmatic and statistical data
- Prepares comprehensive and narrative reports detailing impacts of new legislation, trends, and results of research studies affecting department directives and policies
- Maintains current and monitors government and accreditation performance standards (e.g. CALEA) to ensure department orders and directives are compliant with requirements
- Conducts best practice reviews of other law enforcement agencies and academic resources on current and emerging policing policies, initiatives, and compliance evaluations
- Maintains records including the cataloging, classifying and archival of all current and archived departmental directives and standard operating procedures
- Researches department policies and procedures in order to respond to requests for information (e.g., FOIA, subpoena, litigation) in a timely manner
- Provides training to department staff relative to new or modified policies and procedures
- Represents the department at community events to discuss new or proposed changes to department directives
- Serves on various inter-agency committees and working groups to ensure appropriate implementation of new or modified department directives and policies
- Maintains confidentiality of sensitive information
- Develops written presentations of policy and procedural changes for department executive and command staff

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 Public Administration, Business Administration or the Social Sciences or a directly related field, plus four years of work experience in policy research and development OR legislative research and/or analysis, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *principles and practices of policy development
- *survey development methods and techniques
- *policy development and analysis
- *writing and formatting styles and methods used in applicable publications

Moderate knowledge of:

- law enforcement policies, procedures, and accreditation requirements
- *research methods and design techniques
- *statistics and data collection methods
- *Microsoft Office Suite
- applicable laws and regulations

Knowledge of applicable City and department 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 LISTENING - Give full attention to what other people are saying, 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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS – Adjust actions in relations to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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.
