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## Senior Performance Analyst

Bid/Job Announcement

Number of Positions: 1

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### WORKING WITH THE CIVILIAN OFFICE OF POLICE ACCOUNTABILITY (COPA)

The mission of COPA is to:

- provide a just and efficient means to fairly and timely conduct investigations within our jurisdiction.
- determine whether allegations of police misconduct are well-founded.
- identify and address patterns of police misconduct; and
- make policy recommendations to improve the Chicago Police Department, thereby reducing incident of police misconduct.

### ROLE SUMMARY

Under the supervision of the Deputy Chief Administrator of COPA's Policy, Research and Analysis Division (PRAD), the Senior Performance Analyst will be assigned to PRAD on a variety of tasks evaluating internal operations' compliance with laws, rules and regulations, as well as analyzing consistency, efficiency, quality and equity in organizational processes and outcomes in order to recommend improvements.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: \$75,852 (Non-negotiable)

This position is in the career service.

### ESSENTIAL DUTIES

- Develops and maintains a comprehensive understanding of the organization's internal investigation processes and outcomes, as well as the public context it operates within (e.g., current events, new legislation, police department policies and operations).

- Collects, analyzes, and summarizes qualitative and quantitative data from data systems, internal staff, and various stakeholders to evaluate organizational processes and outcomes.
- Drafts written research/evaluation proposals, analysis reports, and/or audit reports.
- Based on findings from research and analyses, provides written internal policy and procedure recommendations to improve agency effectiveness, efficiency, quality, and equity.
- Identifies areas of risk within procedures, operations, or policies and proposes solutions to reduce or eliminate risks based on data and existing evidence.
- Presents/communicates with a variety of internal and external audiences about analyses conducted and resulting recommendations.
- Collaborates with relevant internal stakeholders, such as existing quality management and operations-focused staff, to coordinate and integrate efforts where possible, distinguish areas of focus, and share expertise and analysis findings.
- Participates in the development of performance audit plans, as required.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree plus three years of work experience in program auditing or operations analysis, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Preference will be given to candidates possessing the following:

- A Master’s degree in criminal justice, political science, public policy, psychology, sociology, business, economics or a directly related field.
- Previous professional experience evaluating government organizations/programs.
- Previous professional experience conducting focus groups or interviews.
- Previous professional experience creating data visualizations such as charts, graphs, infographics, or dashboards.
- Previous professional experience working within systems of civilian oversight of police.
- Previous professional experience with government performance auditing standards (e.g., yellow book).
- Previous professional experience with systems and routine operations within criminal justice, policing, or public policy.
- Ability to fluently read, write and speak any language other than English.

## ABOUT YOU:

COPA is seeking candidates with a strong focus on the following values:

- *Integrity*: Maintaining a commitment to honesty, personal responsibility, excellence, and utmost professionalism in the work performed by COPA and in all internal and external interactions. This includes a commitment to identifying and dismantling discriminatory systems and culture within COPA, the Chicago Police Department, and the community.
- *Transparency*: Promoting the sharing of information about the work of COPA internally and externally in a manner not in conflict with City and COPA policy, such that the public trust in the mission of COPA is established and maintained. This includes a commitment to cultivating a respectful work environment and team building to ensure effective communication that furthers common goals.
- *Independence*: Conducting the business of COPA in a manner that is objective and free from political or other outside influences, such that the public trust in the mission and work of COPA is established and maintained. This includes a commitment to informed decision making and continual efforts to improve processes and systems to further the mission of COPA.
- *Timeliness*: Conducting the business of COPA in a manner that promotes timely and fair resolution to all matters.

## SELECTION REQUIREMENTS

This position requires applicants to successfully complete an interview.

You must include a writing sample (5-15 pages in length) as an attachment to your application. The writing sample may be an excerpt from a longer work, a single work, or multiple single works. All samples provided must be original work (either wholly or substantially authored by you) and must reflect a program evaluation, internal audit, or analysis of operations completed by you (e.g., evaluation report, audit findings, operations analysis and recommendations, etc.). Censored or redacted reports/documents are acceptable, if necessary.

All references to political sponsorship or recommendations must be omitted from all application materials submitted for City employment.

The City is an Equal Employment Opportunity and Military Friendly Employer.

### RESIDENCY REQUIREMENT:

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

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted from June 16, 2023, until 11:59 pm CST on July 7, 2023. No exceptions will be made.

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City of Chicago  
Brandon Johnson, Mayor

Department of Human Resources  
Christopher Owen, Commissioner

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