



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY
INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

Training Officer

Bid/Job Announcement

Number of Positions: 1

This position is open to current BIDDERS from AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) and the PUBLIC including current City of Chicago employees in other unions or non-union positions. Only current City employees covered under the City's collective bargaining agreement with AFSCME are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid will receive preference over any non-bidders.

BID INSTRUCTIONS:

1. Apply on the bid site: www.cityofchicago.org/careers;
2. Check the box on your profile titled "Currently employed by the City of Chicago".
3. Enter your employee ID (located on your pay stub labeled 'payee/employee number'); and
4. Select your correct bargaining unit.

Failure to follow these instructions will result in a rejected bid application.

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.

Under general supervision, the class provides employee training and development services in a department with diverse training needs; and performs related duties as required.

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

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: \$71,004 (Non-negotiable)

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Assists the Director of Training & Professional Development in determining staff training and professional development needs through consultations with managers and the administration of surveys or feedback tools to assess needs.
- Assists the Director of Training & Professional Development in developing the annual training calendar for the department.
- Research subject areas and studies materials to develop new training programs or to incorporate new information into existing programs.
- Prepares training program materials including, but not limited to, training outlines, curriculum, instructional modules, and visual aids for use in the presentation of training programs.
- Develops and conducts training sessions (web-based or in-person) on a variety of topics to meet the training needs of staff.
- Arranges for guest presenters and subject matter experts and schedules class times, locations, and staff for special training classes.
- Reviews evaluations and suggestions made by training attendees and incorporates changes to improve curriculum.
- Reviews employees' requests to attend training and professional development opportunities offered by the City of Chicago or external entities.
- Assists staff in developing and conducting new employee orientation and mentoring programs.
- Researches and evaluates seminars and training sessions offered by external entities and recommends suitability for department employees.
- Coordinates work efforts with external entities providing specialized and technical training to departmental employees.
- Assists the Director of Training & Professional Development in developing the department's training budget.
- Prepares reports on training and professional development activities.

- Assists the Director of Training & Professional Development in the implementation of the department's internship program.
- Assists the Director of Training & Professional Development with establishing an online and/or physical training library for the department.

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 supplemented by three years of training or teaching experience, or an equivalent combination of training and experience.

"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:

- 5 or more years of training experience in an adult learning environment.
- Master's degree in Education, Criminal Justice, Social Sciences/Services, or Communications.
- Project management experience.
- Valid U.S. Driver's License.
- 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 complete an interview which will include a skills assessment exercise as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected. Bidders will be hired in seniority order according to the contract.

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.

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.

All positions with the City of Chicago close promptly at 11:59 pm CDT. Applications for this position will be accepted from April 23, 2024, until 11:59 pm CDT on May 07, 2024. No exceptions will be made.