



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

Director of Mediation

Job Announcement

Job Number: 394515

Number of Positions: 1

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 incidents of police misconduct.

ROLE SUMMARY

Under direction of the General Counsel, establishes, directs, and manages the implementation and administration of the COPA mediation program (the “Program”) pursuant to the requirements of applicable law and the Consent Decree by and between the State of Illinois and the City of Chicago; 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: \$98,472

ESSENTIAL DUTIES

- Establishes and oversees the implementation of policies, procedures, and work standards for the Program pursuant to applicable law and the Consent Decree.
- Identifies, coordinates, and participates in the procurement, training, and supervision of outside mediation providers.
- Reviews, analyzes, and evaluates merits of investigative case files proposed for mediation, guiding cases through the approval process and works with complainants, police officers,

and mediators to coordinate, schedule, and complete mediations at various locations within the City of Chicago

- Coordinates and schedules mediations and related services
- Designs and implements evaluation criteria and systems and participates in the monitoring of mediators to assure quality of services and compliance to applicable law and the Consent Decree
- Serves as a Program liaison with other City departments, governmental agencies, community organizations, and stakeholders.
- Compiles, analyzes, and reports Program-related data and information and drafts Program recommendations for senior COPA management.
- Monitors and provides data regarding Program costs, expenditures, and capabilities.
- Keeps abreast of new and emerging trends in mediation and alternative dispute resolution and recommends clarification and modifications of COPA policies and procedures as appropriate.
- Performs outreach activities to educate stakeholders about the Program and terms of mediation by attending outreach events at various locations within the City of Chicago to explain and promote the Program.
- Collaborates with COPA's Community Outreach and Engagement staff to develop community outreach campaigns and program literature to educate the public about Program elements and advantages.
- Strategizes, develops, and implements plans to recruit community members to be trained and serve as Program mediators.
- Creates instructional materials and facilitates training for Program mediators.
- Identifies, researches, and resolves specific issues and concerns and develops areas of opportunity, making recommendations as necessary to optimize Program capabilities and operational efficiencies.
- Leverages COPA's case management system and other resources to guide and monitor cases throughout the mediation process.
- Consults with the General Counsel to define and negotiate Program terms and requirements with various Chicago Police Department collective bargaining units.
- Prepares statistical reports and various ad hoc reports for senior COPA management.

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

QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Public Policy, Public Administration, Human Resource Management, Social Sciences or a directly related field, plus five (5) years of work experience in mediation, dispute resolution, restorative justice, or

similar program administration; or an equivalent combination of education, 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.

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. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

You must include a writing sample or cover letter (2-3 pages in length) as an attachment to your application. All samples/letters provided must be original work (either wholly or substantially authored by you) and must reflect your aspirations relative to the position, research, or application of principles related to mediation, dispute resolution, restorative justice or a directly related field.

Preference will be given to candidates possessing the following:

- Previous supervisory experience related to the responsibilities of the role.
- Previous program management, and/or budgeting experience.
- Previous experience administering, planning and/or collaborating training programs.

- Previous experience in public safety/law enforcement.
- Previous experience in community/stakeholder engagement and public outreach.
- Previous experience in working with and collaboration with governmental agencies.

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 12, 2024, until 11:59 pm CDT to April 26, 2024. No exceptions will be made.