



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

Freedom of Information Act Officer

Bid/Job Announcement

Number of Positions: 2 (Additional vacancies possible pending budget approval)

This position is open to current AFSCME BIDDERS AND the PUBLIC. Only current City employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4, & 5 are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid application will receive preference over any non-bidders.

BID INSTRUCTIONS: Apply on the bid site:

<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. 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 incidents of police misconduct.

ROLE SUMMARY

Under general supervision, receives and responds to requests for information of public record, and court subpoenas using multiple resources and streams of data to research and locate relevant information, and speaks and writes about findings, and performs related duties as required.

ESSENTIAL DUTIES

- Responds to requests for information filed by citizens, journalists, and outside entities pursuant to the State of Illinois Freedom of Information Act ("FOIA").
- Responds verbally and in writing to inquiries from the general public, business establishments, community organizations, media and governmental agencies regarding city programs, services, and business matters of public record.
- Researches, examines, and analyzes documents to provide responsive documents in response to FOIA requests and other releases of information and makes appropriate redactions of exempt information.
- Resolves information requests within the required timeframes and where appropriate requests extensions in writing.
- Assesses whether the magnitude of information requested proves burdensome in adherence with the State of Illinois Freedom of Information guidelines.
- Obtains necessary information from manual, computerized and archived files, and records
- Responds via the internet in writing to requests for information sent electronically through the internet concerning departmental programs, services or matters of public record, as required.
- Oversees and participates in the mailing of responses to written requests for information.
- Trains and orientates clerical and administrative staff to track down information, redact exempt information from public documents, photocopy, and scan documents, as required.
- Prepares and maintains statistical and narrative work activity reports.
- Maintains and updates log of all FOIA requests.
- Works with all internal departments and other city agencies to fulfill FOIA requests when necessary.
- Attends internal meetings related to major cases and other high-profile incidents
- May review information to be posted onto the intranet and internet websites for accuracy regarding departmental programs and services, as required.
- May represent the department at public hearings and community meetings to explain and promote city services, programs, and upcoming events, as required.

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

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

Days: Monday – Friday

Hours: 9:00am to 5:00pm

Salary: \$68,616.00/Annually (non-negotiable)

This position is in the Career Service

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, English or a directly related field, plus two (2) years research and analysis work experience.

Should the above criteria not be fulfilled, the following options are acceptable:

Six (6) years of research and analysis work experience OR

Graduation from an accredited college or university with an Associate's Degree in Journalism, Communications, English or a directly related field, plus four (4) years research and analysis work experience OR

Graduation from an accredited college or university with a Master's Degree or higher in Journalism, Communications, English or a directly related field, plus one (1) year research and analysis work experience.

Licensure, Certification, or Other Qualifications

Certification by the State of Illinois as a Freedom of Information Officer is required, within six (6) months of hire.

Preference will be given to candidates possessing the following:

- Previous experience processing FOIA requests
- Previous experience performing office administration duties
- Previous customer service experience
- Proficiency utilizing Microsoft Word, Excel, and Outlook
- Professional proficiency in a language other than English

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test 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.

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.

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. 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 have 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 and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. *These hiring preferences do not apply to bidders, as Collective Bargaining*

Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates. To learn more about our hiring practices [click here](#).

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.

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. Please be prepared to provide information in support of your reasonable accommodation request.

Salary Information: For more information regarding compensation with the City of Chicago [click here](#).

For more information regarding benefits please visit:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

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 of Chicago 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 August 20, 2026 until 11:59 pm CDT on September 3, 2026. No exceptions will be made.

Brandon Johnson, Mayor