

## **JOB ANNOUNCEMENT**

### **Senior Policy Analyst**

#### **Mayor's Office for People with Disabilities**

MOPD's vision statement is to make the City of Chicago the most accessible and inclusive city in the world. MOPD strives to ensure full participation and equal opportunities in all aspects of life for people with disabilities. We advocate for and directly support programs that improve quality of life and open pathways for innovation and partnership. With a goal of inspiring positive change in Chicago, we work to ensure the rights of the disability community are equitably represented across City services, initiatives and policies.

#### **Number of Positions: 1**

#### **CHARACTERISTICS OF THE CLASS**

The Senior Policy Analyst provides strategic insight and research on disability issues on a broad portfolio of topics, manages special projects and maintains internal and external relations with City departments and stakeholders and performs other duties as required. The Senior Policy Analyst reports to the Commissioner.

#### **ESSENTIAL DUTIES**

- Manage, implement, coordinate, and monitor disability related policies, programs, and initiatives across City departments and communities.
- Represent department on internal and external committees on disability priorities on assigned committees and initiatives and emerging needs.
- Manage portfolio of disability related issues which can include: accessible transportation, accessible housing, emergency preparedness and functional needs assessments, disability employment, disability entrepreneurship, including the Business Enterprise for People with Disabilities (BEPD) certification, sidewalk and pedestrian accessibility, scooters, wheelchair accessible vehicles (WAV) taxis and rideshare, food equity, parking appeals, serving disabled survivors of gun and community violence and other issues as assigned.
- Analyze issues using disability rights, disability justice, and racial justice principles.
- Serve as Department's FOIA officer.
- Serve as Department's Intergovernmental Affairs liaison.
- Provide strategic guidance on disability policies for department.
- Prepare the department for the annual budget process and any other City Council requests.
- Draft memoranda and briefing materials for Commissioner.
- Track and monitor current news press stories around disability.
- Review department RFPs to ensure accessibility is included and represent MOPD in the RFP review/procurement process.
- Supervise direct reports.
- Produce memos, reports, and presentations to summarize actions and progress in implementing programs and initiatives for internal City stakeholders, as well as community and other external audiences; and Other projects and responsibilities as assigned.

*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.*

**THIS POSITION IS SHAKMAN EXEMPT**

## MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, plus three years in a supervisory role related to the planning, implementing and analyzing legislation/policy for programs affecting targeted groups and/or grant preparation experience, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Preference will be given to candidates possessing the following:

- Bachelor's degree with major course work in public policy, law, disability studies, or any other related field; Master's or juris doctorate degree preferred.
- 5+ years relevant professional experience.
- Excellent managerial and interpersonal skills.
- Ability to work strategically and collaboratively across departments.
- Effective, versatile, flexible and action oriented.
- Excellent communication skills.
- Excellent experience and current knowledge of disability policy and issues.
- Previous work experience on disability policy and issues, and/or working for and with people with disabilities.
- Previous experience preparing policy and legislative summaries, analyses and/or recommendations.
- Extensive experience and knowledge on disability rights and disability justice.
- Knowledge of the Americans with Disabilities Act and local, state and federal laws.
- Juris doctorate or master's degree in public policy, disability rights, law.
- Previous experience partnering with nonprofits, universities, service providers, advocacy and/or community organizations.
- Lived experience with disability.

**Individuals interested in this position should send a cover letter, resume and 2-4 page writing sample with the subject line “[NAME]: Application for Senior Policy Analyst – MOPD” to:**

**Nina Campbell**  
**Executive Assistant to the Commissioner, ASL Interpreter Coordinator**  
[Nina.Campbell@cityofchicago.org](mailto:Nina.Campbell@cityofchicago.org)

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.

**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 of Chicago Municipal Code. Proof of residency will be required.

**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](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE  
OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY  
EMPLOYMENT.**

The City of Chicago is an Equal Opportunity and Military Friendly Employer

**City of Chicago**

**Department of Human Resources**

**Brandon Johnson, Mayor**

**Sandra Blakemore, Commissioner**