



**Code: 9024**  
Family: Public Safety  
Service: Public Safety Service  
Group: Police Service  
Series: Police Administrative

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## **CLASS TITLE: PROJECT STRATEGY MANAGER - CPD**

### **CHARACTERISTICS OF THE CLASS**

Under direction, develops and manages implementation plans and strategies to achieve compliance with consent decree requirements and the strategic vision for the Chicago Police Department; and performs related duties as required.

Positions will be working in a fast-paced environment requiring the management of multiple projects simultaneously.

### **ESSENTIAL DUTIES**

- Develops comprehensive implementation plans and strategies to ensure complete and effective implementation of reforms required under the consent decree and strategic plan (e.g., use of force, training, community policing, data/reporting)
- Maintains multiple project work plans and schedules to ensure that projects adhere and meet individual milestones and deliverables associated with reforms
- Builds and maintains working relationships with key stakeholders (e.g., sworn and senior staff, external stakeholders) to identify and resolve barriers to implementation and ensure systematic reform efforts
- Facilitates meetings with stakeholders to provide visibility on project progress, deadlines, and issues
- Acts as a liaison with Independent Monitor's Office and works with team to ensure complete implementation of reforms
- Keeps abreast of new or emerging reform initiatives and best practices and recommends solutions and changes to departmental policies and procedures as appropriate
- Compiles and analyzes data and information and drafts recommendations for senior leadership
- Maintains accurate records of progress across various implementation plans
- Prepares project status, recommendations, and ad hoc reports for stakeholders

**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.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a field of study directly related to the responsibilities of the position, plus two (2) years of project management, policy analysis, business management, or management consulting work experience, or an equivalent combination of education, training, and experience, provided the minimum degree requirement is met

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*project management practices
- \*principles and practices of program planning, development, and implementation

Moderate knowledge of:

- \*client relationship management
- \*applicable computer software packages (e.g., Microsoft Excel and PowerPoint)
- \*writing and formatting styles and methods used in applicable publications
- \*data analysis and report preparation

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

**Abilities**

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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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.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2018  
Minimum Qualifications updated: March, 2022