



Senior Performance Analyst

ROLE SUMMARY

Under the supervision of the Deputy Chief Administrator of COPA's Policy, Research and Analysis Division (PRAD), the Senior Performance Analyst will be assigned to PRAD on a variety of tasks evaluating internal operations' compliance with laws, rules and regulations, as well as analyzing consistency, efficiency, quality and equity in organizational processes and outcomes in order to recommend improvements.

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

Days: Monday - Friday

Hours: 9:00am to 5:00pm

This position is in the career service.

ESSENTIAL DUTIES

- Develops and maintains a comprehensive understanding of the organization's internal investigation processes and outcomes, as well as the public context it operates within (e.g., current events, new legislation, police department policies and operations).
- Collects, analyzes, and summarizes qualitative and quantitative data from data systems, internal staff, and various stakeholders to evaluate organizational processes and outcomes.
- Drafts written research/evaluation proposals, analysis reports, and/or audit reports.
- Based on findings from research and analyses, provides written internal policy and procedure recommendations to improve agency effectiveness, efficiency, quality, and equity.
- Identifies areas of risk within procedures, operations, or policies and proposes solutions to reduce or eliminate risks based on data and existing evidence.
- Presents/communicates with a variety of internal and external audiences about analyses conducted and resulting recommendations.
- Collaborates with relevant internal stakeholders, such as existing quality management and operations-focused staff, to coordinate and integrate efforts where possible, distinguish areas of focus, and share expertise and analysis findings.
- Participates in the development of performance audit plans, as required.

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 plus three years of work experience in program auditing or operations analysis, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

“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.