



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202 (410) 396-3860 711(TTY) [www.baltimorecity.gov](http://www.baltimorecity.gov)

**Office of Equity and Civil Rights is An Equal Opportunity Employer**

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OPENING DATE: 2/1/2023

CLOSING DATE: posted until filled

**CLASS DESCRIPTION:**

**THIS IS A NON-CIVIL SERVICE POSITION**

**Police Accountability Division**

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Policy Analyst**

**Department Overview**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws, ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Police Accountability Board (PAB), mandated by the Maryland Police Accountability Act of 2021 and created in Baltimore by City Council Bill 22-0234, is an independent body of 17 civilian members tasked with the intake of all police misconduct complaints involving a member of the public, holding regular meetings with the heads of law enforcement, reviewing policy and data issues on policing issues, and disseminating public reports about the state of police misconduct. The Administrative Charging Committee (ACC), mandated by the Maryland Police Accountability Act of 2021, is a body of five civilian members who review the investigations for the complaints filed with the PAB and decide on disciplinary outcomes.

## **Background**

The Policy Analyst will help to lead the PAB division in the assessment of the policy, practice and recommend best practices to PAB and the seven law enforcement agencies.

## **Duties and Responsibilities**

Responsibilities of the Policy Analyst include, but are not limited to, the following:

- Using extensive knowledge of law enforcement operations, policies, and customs, complete large-scale PAB projects that involve multiple government and non-government organizations.
- Carry out policy projects through investigation, analysis, data review, research, delegation, and engagement with outside agencies and stakeholders as needed.
- Write thorough, evidence-based policy recommendations when the need for policy adjustments is identified.
- Design and implement programs and related policies through coordination with other City agencies and various stakeholders.
- Assist PAB and ACC Board members with strategic planning for PAB projects and operations to ensure the authorizing legislation is carried out faithfully.
- Generate policy projects based on observed trends, current events, community engagement, policy reviews, and other means to help further the goals of the PAB.
- Conduct after-action reviews for large-scale events, use of force incidents, and other policing-related occurrences using deep understanding of national and local policing, investigative best practices, and project management; write responsive policy recommendations as needed.
- Maintain a record of investigations and policy reviews.
- Collaborate across OECR to assist with policy-related projects/investigations as they are executed by other staff.
- Using extensive knowledge of BPD policies, procedures, and disciplinary code, adjudicate discipline cases and make disciplinary recommendations to PAB.
- Interface with high-level OECR, PAB and ACC leadership to gather information and coordinate implementation of policy recommendations and programs.
- Attend PAB and ACC meetings and provide information to the public as needed.
- Draft and edit reports, studies, recommendations, and other PAB materials.

- Attend community meetings, protests, and public events to stay apprised of police-community relations and monitor for opportunities to impact relevant policies.
- Seek out and participate in professional groups and trainings to maintain awareness of best practices related to community-police relations, civilian oversight of police, and police reform nationally.
- Develop, initiate, and maintain strategies and tactics to complete objectives and goals defined by the OECR, PAB and ACC and its mission.
- Coordinate closely with the Chief of PAB and the Executive Director to carry out the functions of the PAB.
- Provide guidance to the Executive team, as needed, regarding best practices and trends in community-police relations and police reform nationally and locally.
- Identify areas to increase transparency of policing related issues.
- Assist in the preparation of an annual report, setting out the PAB's accomplishments, reports, and activities.
- Other responsibilities as assigned by the Chief Of PAB

**The successful candidate will demonstrate:**

- A reputation for integrity and professionalism with the ability to maintain a high standard of integrity and professionalism.
- Flexible work style – must be comfortable working as a part of a team or individually, as needed.
- Proven ability to design, implement, review, and track programs and long-term strategic plans.
- Thorough understanding of and experience with the complex nature of community-police relations.
- Ability to manage a project from start to finish with focus, organization, persistence, and flexibility.
- Excellent analytical skills and ability to evaluate investigations to ensure fact-finding is thorough and conclusions are sound.
- Strong writing and editing skills. Must be able to distill complex information for a general public audience.

- Demonstrated ability to perform neutral and objective analyses of incidents, policies, and information.
- Strong coordination skills with the ability to work across multiple departments, stakeholder organizations, and the public to implement a policy or objective.
- Excellent communication, listening, negotiation, and soft skills. Must be capable of delivering difficult information to stakeholders using tact and maintaining composure.
- Values and encourages diversity of thought, background, and perspective.
- Experience and fluency in MS Office software programs, including Word, Excel, and PowerPoint. Graphic design software experience a plus.
- Helpful, respectful, approachable, and team-oriented; committed to building strong working relationships and a positive work environment.
- Receptive to feedback.

### **Qualification**

- Minimum of 5 years of relevant combined education and/or experience in related field. BA in public policy, public administration, criminal justice, or related field; master's degree preferred.
- Experience with data collection, analysis, reporting, and social science methodology strongly preferred.
- Knowledge of criminal justice procedures, investigative techniques, community relations.
- Significant experience working across governmental, non-profit, or community-focused organizations to implement programs and policies.
- Demonstrated project management experience.
- Familiarity with public relations.
- Practical understanding of research methods and developing and implementing policy.
- Experience working with sensitive and confidential information.
- Knowledge of the principles and practices of public and business administration and management, including the process of planning, organizing, staffing, directing and controlling.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.

- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data and to analyze charts and reports and statistical and budgetary statements.
- Ability to coordinate the activities of various organizational units.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports

### **LICENSES, REGISTRATIONS AND CERTIFICATES**

Not Applicable.

### **Compensation**

\$70,509 - \$112,814

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

### **To Apply: (Job open until filled)**

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "Policy Analyst" in the subject line.

### **Financial Disclosure:**

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

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