

CLASS SPECIFICATION
COMMUNITY SAFETY TRANSITION DIRECTOR

PAY GRADE: 62

CLASS CODE: 30003551

EFFECTIVE: APRIL 1, 2021

CLASSIFICATION SUMMARY

Under direction of the Chief Administrative Officer and reporting to Commissioners-in-Charge, the Community Safety Transition Director will lead systemic change to align public safety resources and systems to improve services to, and outcomes for, the community. The position will be responsible for ensuring that public safety bureaus and Commissioners-in-Charge lead a coordinated and strategic effort to plan and implement community-driven policy reforms across the public safety system. This position will ensure that the community safety system reflects the City's values of anti-racism, transparency, collaboration, equity, communication, and financial responsibility.

Responsibilities include leading strategic planning across community safety-focused bureaus; coordinating the City's community engagement strategy for police reform and community safety transformation; managing initiatives to achieve key performance indicators and equity goals; and developing and monitoring system-wide budget and capital improvement plans.

DISTINGUISHING CHARACTERISTICS

The Community Safety Transition Director is a distinct classification.

The Community Safety Transition Director is distinguished from the Fire Chief, Police Chief, Director of the Bureaus of Emergency Communications, and Director of the Bureau of Emergency Management in that the former has an organization-wide focus and the latter have responsibility to direct the day-to-day operations of their bureaus and develop tactics to implement the long-term visions for community safety that are set by their Commissioner-in-Charge in collaboration with the Community Safety Transition Director.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties and performs related duties as assigned.

General Duties:

1. Develop and oversee a multi-year strategic plan for community safety, working with Commissioners-in-Charge, Chiefs, and Directors of existing public safety bureaus and other relevant bureaus, and Portlander stakeholders through a deliberate community engagement process.
2. In collaboration with bureaus and Council offices, develop a framework for community engagement regarding community safety transformation, including priorities, timelines, and methods for sharing information internally.
3. Prioritize policy changes and consider the impacts of a single bureau's operations on other bureaus and the community.
4. Collaborate with the Bureau of Human Resources to develop a multi-year collective bargaining strategy, and work with the bargaining team on implementation.

5. Develop and implement processes centering the principles of equity and inclusion and fostering meaningful participation by communities that do not typically have a strong voice.
6. Manage external consultants facilitating community conversations and public safety changes.
7. Convene conversations between bureaus, council offices, community groups, and regional partners including Multnomah County DA, Sheriff's Office, and other county departments; ensure results and action items are delivered in collaboration with bureaus, council offices, community groups, and regional partners.
8. Provide leadership and change management support to bureaus and Council offices on change initiatives and ensure alignment with the strategic plan and further key performance indicators.
9. Develop and implement a process to identify equity outcomes and performance measures, and work with bureaus and Council offices to track and manage to those metrics.
10. Review bureau budget submissions and develop multi-year budget priorities; ensure budget submissions further the long-term strategic plan; identify ways in which bureau budgets impact one another and provide opportunities to elected leaders to consider the benefits and trade-offs.
11. Support bureaus in developing a coordinated process to engage community members in the budgeting process.
12. Develop a system-wide asset management and capital improvement plan, and revenue strategies required to fund it.
13. Prepare and present materials, reports, and recommendations to Council.
14. Convene and share expertise with community safety leaders from other jurisdictions.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction of the Chief Administrative Officer and Commissioners-in-Charge.

May lead or supervise other staff. May supervise subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the Bureau/Office.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Ability to influence complex political decision-making processes to reflect the interests expressed by the community, with a focus on uplifting historically marginalized communities including people with disabilities.
5. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
6. Ability to manage functions and operations, including personnel management and budget administration, and apply program practices to diverse and complex City services.
7. Ability to establish and maintain effective working relationships with those contacted during work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to navigate sensitive political environments.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, sociology, or related field.

AND

Experience: Ten (10) years of experience of increasing responsibility in administering community safety programs, including five (5) years of leadership experience in a complex and diverse organization to include experience leading organization change, measuring success, building equitable and inclusive processes, leading with equity in strategic and daily operations, and serving diverse underserved communities and stakeholders.

Special Requirements and/or Qualifications:

A valid state driver's license may be required for certain positions.

Bargaining Unit: Non-represented

Community Safety Transition Director Classification Specification

FLSA Status: Exempt

HISTORY

Effective April 1, 2021

Revision Dates: