

CITY OF CHATTANOOGA

Classification Specification Title: Public Safety Coordinator

Department: Executive Branch

Pay Grade: GS.11

Supervision Received From: Exec. Dir. Comm. Safety

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 5/14/12

**Revision Dates: 4/4/25;
10/20/23**

CLASSIFICATION SUMMARY:

The Public Safety Coordinator serves as the primary advisor on public safety issues, policy development and implementation of strategy of engagement with a wide variety of public safety stakeholders. Identifies and secures opportunities for significant policy changes that reduces recidivism rates ensuring safer streets and stronger neighborhoods.

SERIES LEVEL:

The Public Safety Coordinator is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Analyze the wide spectrum of legal issues affecting the City and thinking creatively about how to address those issues with a particular emphasis on gun violence.

Lead signature criminal justice policy projects including anti-gun violence and crime reduction Initiatives with a focus on reentry programs.

Work with the City of Chattanooga Police Department to address any pre-litigation or litigation issues.

Analyze legislation and develop policy positions in response.

Partner with City agencies and outside entities in order to implement policy goals, including drafting and negotiating Memoranda of Understanding.

Provide actionable research and data analysis, as well as operational support and assistance, in the design and implementation of criminal justice data strategies.

Participate in the design of data collection protocols and data management and analysis.

Design and implement a data dashboard for ongoing criminal justice system analysis and performance measurement.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice (master's preferred), Law Enforcement, Business, Public Administration, Intelligence or something comparable; with seven (7) years of experience in crime analysis, local government data analysis; public business management, or management systems analysis, or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.