Legal Program and Compliance Director  
(Chief Assistant Inspector General)  
Office of Inspector General

The Office of Inspector General (OIG) is seeking an experienced attorney for its Legal Program and Compliance Director position. Under the general direction and supervision of the General Counsel, the Legal Program and Compliance Director is responsible for front-line supervisory management of the external-facing OIG Compliance Unit and administrative management and allocation of assignments for members of OIG’s Legal section; and enterprise-spanning coordination and management of professional development and training for all OIG employees to ensure OIG fulfills its various legal and regulatory obligations. It is the responsibility of the Legal Program and Compliance Director to keep the office abreast of legal and regulatory changes that impact OIG’s compliance with the Chicago Municipal Code, City Policies and Procedures, various professional certification and training requirements, and the Principles and Standards for Office of Inspector General to enable OIG’s continuing adherence to the highest professional standards.

**DUTIES:**

- Under the supervision and collaborative direction of the General Counsel, manages and allocates work assignments for members of OIG’s Legal section, which includes attorneys and compliance officers.
- Oversees and manages OIG’s training and professional development program, including but not limited to evaluating training and development needs in order to establish training programs that are responsive to OIG’s goals and initiatives; developing course outlines and training materials; and tracking and monitoring certifications and professional licensing of OIG employees.
- Coordinates OIG’s fulfillment of its various legal and regulatory obligations, including but not limited to performs legal research into local, state, and federal laws ordinances, regulations and policies relevant to OIG’s activities and operations, reviewing and managing requests and productions pursuant to legal discovery and the Freedom of Information Act, and overseeing programs and activities related to compliance with the governing standards for Offices of Inspectors General.
- Works collaboratively with the General Counsel to determine strategies, direction, work standards, policies, and procedures for the Legal Section.
- Supervises OIG’s five-person Compliance Unit (housed within the Legal Section) responsible for ordinance-prescribed oversight of the City’s hiring and employment activities and providing analyst support on projects initiated and led by the Public Safety Section Diversity, Equity and Inclusion Director; conducts performance evaluations for members of OIG’s Compliance Unit.
- Collaborates with all sections of the Office in the provision of legal counsel for investigations, performance audits, program reviews, and inquiries.
- Provides legal, procedural, and strategic counsel and guidance to OIG field personnel as appropriate in relation to OIG inquiries.
- Assumes other duties and responsibilities as assigned.
MINIMUM QUALIFICATIONS: Graduation from an ABA accredited law school with a Juris Doctorate degree and admission to the Illinois Bar (or another state bar having reciprocity with Illinois), supplemented by five years of legal experience, or an equivalent combination of training and experience, provided the law license requirement is met.

PREFERRED QUALIFICATIONS: Prior experience in the area of internal investigations, criminal law, or labor/employment law, and/or in the area of managing and designing employee training and development programs is desirable.

ANNUAL SALARY: Commensurate with experience up to $117,984

TRAVEL AND SCHEDULE: Travel outside Chicago is not required.

RESIDENCY REQUIREMENT: Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.

WE VALUE DIVERSITY
The Office of the Inspector General (OIG) is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.