



CHIEF OF HIRING OVERSIGHT **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree, supplemented by five years of progressively responsible investigative, human resources, or program review and evaluation experience including two years of supervisory experience related to the responsibilities of position, or an equivalent combination of training and experience as long as the minimum degree requirement is met. 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) is highly preferred.

DUTIES:

- Under direction, the Chief of Hiring Oversight manages the Hiring Oversight team in the Inspector General's Office.
- Monitors compliance and enforcement of employment actions covered by the City of Chicago, Chicago Police Department and the Chicago Fire Department's Hiring Plans, and all applicable local, state and federal laws, which includes: (1) receiving and processing and evaluating complaints regarding City employment actions; (2) facilitating the escalation process as detailed in the City's hiring plan; (3) supervising the review and audit of key processes in City employment actions; (4) developing and facilitating training programs for City employees; and (5) recommending appropriate corrective action.
- Prepares reports as required by the City's hiring plans, as well as quarterly and annual reports as required by Chicago Municipal Code 2-56-035(c).
- Works with the General Counsel and Deputy Inspector General for Investigations to determine appropriate matters to be referred for investigation.
- Works with the General Counsel to determine strategies and direction of oversight work.
- Directs staff in reviewing City programs and processes to ensure compliance with policies and regulations.
- Researches best practices and establishes and modifies policies and procedures relative to oversight operations.
- Prepares work schedules and staff assignments and determines work priorities.
- Develops and implements work standards, policies and procedures for conducting audits and reviews of the City's hiring plans and consults with and provides guidance to City Department Commissioners on the same.
- Coordinates and conducts staff training on oversight practices and procedures.
- Performs related duties as required.

ANNUAL SALARY: Commensurate with experience up to \$104,712