Visit www.igchicago.org to apply

Under direction of the Deputy Inspector General of Investigations, the Chief Investigator plans and directs the work of Investigators in the city’s Office of Inspector General (OIG), and performs related duties as required.

DUTIES:

- Directs and manages staff engaged in conducting investigations and interviewing witnesses regarding allegations of criminal and administrative violations by city employees and those doing business with the city
- Oversees investigations performed by investigative staff ensuring work adheres to department policies and processes
- Participates in the development of strategies to direct investigation activities
- Determines work priorities and prepares work schedules and staff assignments
- Monitors case assignments to ensure investigations are conducted in a timely manner and comply with established quality control standards
- Develops and implements work guidelines, policies and procedures for conducting investigations
- Coordinates and conducts staff training on investigative practices and procedures
- Advises investigative staff on interviewing problem witnesses, effective investigative methods and testifying as a witness
- Prepares comprehensive management reports on the status of investigations and unit activities
- Participates in preparing final investigative reports upon completion of investigations
- Evaluates and processes complaints received by OIG

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in a directly related field related to the responsibilities of the position, plus five years of work experience in the performance of fact finding analysis, investigative research or reporting work, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

DESIRED EXPERIENCE, SKILLS AND ABILITIES:

Moderate knowledge of:

- Applicable City policies, procedures, rules, regulations, and ordinances
- Federal and state laws, regulations, and guidelines regarding admissible evidence
- Investigation methods, techniques, practices, and procedures
- Evidence collection and analysis equipment, methods, practices, and procedures Some knowledge of courtroom procedures and legal terminology
- Report preparation methods, practices, and procedures Knowledge of applicable City and department policies, procedures, rules, and regulations

ANNUAL SALARY: Commensurate with Experience up to $113,280

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 at 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.