



## **CHIEF PERFORMANCE ANALYST**

### **(Office of Inspector General Audit and Program Review)**

Visit [www.igchicago.org](http://www.igchicago.org) to apply

Audit & Program Review (APR) conducts independent, objective analyses and evaluations of City programs and operations, issues public reports of findings, and makes recommendations to strengthen and improve the delivery of City services. The work of APR serves as a resource for the City Council, policymakers, civic and advocacy organizations, journalists, and the general public. This section conducts independent and professional performance audits of City programs and departments following generally accepted government auditing standards of the federal Government Accountability Office (The Yellow Book).

Under the direction of the Deputy Inspector General for Audit and Program Review, this position supervises and coordinates the work of professional staff conducting of performance audits of City departments and making recommendations on the efficient, effective, and equitable acquisition, protection, and use of City resources. The Chief Performance Analyst is responsible for developing staff through effective coaching, training, and evaluation.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a bachelor's degree plus five years of work experience in program auditing or operations analysis, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

#### **PREFERRED QUALIFICATIONS:**

- Experience conducting and leading performance audits in compliance with Generally Accepted Government Auditing Standards
- Experience managing, mentoring, training, or coaching others
- A graduate degree in public administration, public policy, government, social science, or a related field

#### **SKILLS AND ABILITIES:**

- Strong desire to guide staff and foster their professional development
- Strong desire to improve the equity, efficiency, effectiveness, economy, and integrity of government operations
- Excellent management, leadership, interpersonal, and problem-solving skills
- Excellent analytical, writing, and quantitative skills
- Excellent work ethic and professionalism
- Collaborates with co-workers and thrives in a team-based environment
- Facility with Microsoft Office suite

#### **DUTIES:**

- Assign work, guide project development and strategy, and provide quality control
- In collaboration with the APR management team, establish, modify, and implement policies and procedures
- Develop staff through effective communication, coaching, and feedback, and conduct performance evaluations
- Train and facilitate training for staff to ensure performance audits are conducted in compliance with Generally Accepted Government Auditing Standards
- Collaborate with department management in developing annual performance audit plan
- Review and edit performance audit reports for quality, content, and readability
- Perform related duties as required

**TRAVEL AND SCHEDULE:** Travel outside Chicago is not required. Standard work hours are 8:30am-4:30pm, flexibility permitted.

**NOTE: RESIDENCY REQUIREMENT:** An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**ANNUAL SALARY:** \$104,712

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

**KNOWLEDGE SKILL AND ESSAY REQUIREMENT:** A passing score on a knowledge skill test(s) and/or essay may be required.

**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.