



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

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

### **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:**

- Plans, assigns, and monitors the work of professional staff engaged in the conduct of performance audits of city departments and making recommendations on the efficient and economical acquisition, protection and utilization of city resources
- Reviews performance audit reports for quality, content, and readability
- Evaluates the soundness of submitted recommendations and provides alternatives to address inefficiencies
- Establishes, modifies and implements policies and procedures relative to the conduct of performance audits
- Develops work standards and conducts performance evaluations of subordinate personnel
- Trains and facilitates training for staff to ensure performance audits are conducted in compliance with Generally Accepted Government Auditing Standards
- Collaborates with department management in developing annual performance audit plan
- 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

**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.

**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.**