COMPLIANCE OFFICER  
(Office of Inspector General)

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The Compliance Section issues guidance, training, and program recommendations to City departments on a broad and complex array of employment-related actions; monitors human resources activities, including recruiting, hiring, and promotion; performs legally-mandated and discretionary audits; and reviews the City’s employment practices to ensure compliance with the various City Hiring Plans. Compliance Section staff also support the work of the Diversity, Equity, and Inclusion Director of the Public Safety Section in the review and evaluation of actions of the Chicago Police Department for potential bias, including racial bias, pursuant to Paragraph 561 of the Consent Decree through the use of quantitative and qualitative data and information correlated to internal culture, operations, and impact of service provision to identify possible trends and patterns of equity and inclusion deficiencies and to provide corresponding recommendations for improvement.

The Compliance Section also monitors compliance with the five Hiring Plans (see below) governing the City’s employment practices through ordinance prescribed and discretionary reviews, real-time monitoring, and audits of key employment processes. The Section also receives complaints and conducts compliance inquiries into allegations of improper considerations or influence respecting any aspect of City hiring and other employment actions.

Under guidance from the Chief of Hiring Oversight, this position reviews and audits hiring actions to ensure compliance with the City of Chicago, Chicago Police Department and the Chicago Fire Department’s Hiring Plans, and all applicable local, state and federal laws.

**DUTIES:**

- Assists in gathering, maintaining, and analyzing hiring-related data in order to identify, assess, and prioritize risks.
- Conducts in-person monitoring of City hiring sequences and, as necessary, coordinates oversight activities of City departments to ensure compliance with the various Hiring Plans.
- Prepares detailed, written analytical reports and memoranda as part of quarterly audits, compliance inquiries, and to inform City department heads of the operation and progress of compliance efforts.
- Reviews hiring-related complaints and conducts inquiries when appropriate.
- Conducts interviews related to hiring-related inquiries and compliance reviews.
- Interprets and explains relevant ordinances, policies, and guidelines and participates in the advisement and training of operating departments, and internal staff on new or modified relevant procedures and practices.
- Prepares narrative and statistical reports on assigned cases, and as required by the Hiring Plans.
- Collaborates and manages compliance initiatives and programs with operating departments.
- Performs related duties as required.
PREFERRED QUALIFICATIONS:
• Experience analyzing qualitative and quantitative data.
• Advanced degree in a social science, public policy, or related field, and a background in conducting policy reviews or performance audits/evaluations for a government or non-profit organization.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of work experience in the investigation or compliance monitoring of programs and processes, or an equivalent combination of training, education, and experience.

ANNUAL SALARY: Range: $73,664 – $99,558 (annual increases)
   Starting $73,664 (non-negotiable); Post successful six-month review $75,732

TRAVEL AND SCHEDULE: Travel outside Chicago is not required.
   Work schedule is between 8:30am-5:00pm M-F

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.