



COMPLIANCE OFFICER **(Office of Inspector General)**

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.

DUTIES:

- Under supervision, 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.
- Assists in gathering, maintaining, and analyzing hiring-related data in order to identify, assess, and prioritize risks. Utilizes this risk assessment in the development of coordinated controls to prevent, detect, and mitigate the consequences of the assessed 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.

ANNUAL SALARY: Range: \$70,140 – \$94,848 (annual increases)
Starting \$70,140; Post successful six-month review \$72,120