



INVESTIGATOR II (Office of Inspector General)

Visit www.igchicago.org to apply

Under the supervision of a Chief Investigator this position performs at mid-level investigation cases assigned to the Office of Inspector General involving allegations of official misconduct, residency violations and waste and inefficiency by city employees, contractors and others seeking to do business with the city, and performs related duties as required.

DUTIES:

- Interviews difficult or uncooperative complainants, witnesses, and employees to gather facts in order to investigate cases of alleged criminal activity, official misconduct, and violations of personnel and administrative rules by city employees;
- Conducts site visits to collect physical evidence and to perform detailed analysis of work records and related documents (e.g., time sheets, activity reports, financial statements);
- Uses photographic and video equipment in the conduct of surveillance work to observe criminal activities or acts of misconduct (e.g. fraud, corruption, residency violations);
- Interviews complaints and parties involved in complaints of sexual harassment or violence in the workplace cases involving city employees' conduct towards the general public;
- Prepares detailed reports of investigations conducted, including findings of waste and inefficiency of city programs, and makes recommendations for discipline and improvements to departmental operations;
- Assists senior staff and personnel from operating departments participating in the conduct of large-scale and complex investigations;
- Establishes and maintains confidential sources in order to obtain additional information for pending investigations;
- Testifies in court, at arbitrations or hearings on investigation findings;
- Updates and maintains case management records in order to report on the status of assigned investigations.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree plus two years of work experience in the performance of fact finding analysis and investigative research and reporting work, or an equivalent combination of education, training, and experience provided that the minimum degree requirement is met. A valid State of Illinois driver's license is required, as well as the availability to work any duty watch.

ANNUAL SALARY: Range: \$73,644 – \$99,588 (annual increases)
Starting \$73,644 (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.

If you would like to request a reasonable accommodation due to disability or pregnancy to participate in the application process, please contact the OIG's Supervisor of Personnel Administration Keyla Vazquez at kvazquez@igchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

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.