



INVESTIGATOR III - IG **(Office of Inspector General)**

Visit www.igchicago.org to apply

Under the direction of a Chief Investigator, this position functions as an active investigator and resource to conduct investigations and special projects and to assist less experienced personnel in the investigation of unusual or complex cases and allegations of large scale criminal activity, official misconduct, waste or inefficiency by city employees.

DUTIES:

- Coordinates interviews of difficult or uncooperative complainants, witnesses, and employees to gather facts and evidence in the course of investigating alleged criminal activity, official misconduct, violations of personnel and administrative rules, and waste and inefficiency within city government and by those doing business, or seeking to do business, with the city;
- Assists in developing training on investigative procedures;
- Helps train and assists entry level investigators on standard and specialized investigative techniques;
- Develops proactive investigations of various complexity and works with less experienced investigators to develop evidence by following through on leads to obtain additional information regarding the allegation(s);
- Functions as a lead investigator on large scale investigations of systemic criminal activity, official misconduct, and significant waste and inefficiency requiring specialized investigative and surveillance skills;
- Conducts site visits to gather physical evidence and examines complex work records and related documents;
- Conducts highest-level analysis of physical, circumstantial, and statistical evidence;
- Consults with Chief Investigator for clarification or guidance as necessary;
- Communicates with other investigators regarding problems, new investigative methods, and new information sources;
- Develops multiple confidential sources and other intelligence;
- Prepares detailed reports of complex investigations and special projects conducted, including high-level analysis and findings, and makes disciplinary recommendations;
- Develops high-level analysis into new investigations or audits;
- Uses photographic and video equipment, and other sophisticated investigative equipment and techniques, in the conduct of surveillance and other covert work;
- Testifies in court, at arbitrations, or before Personnel Board hearings on investigations conducted and findings.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree plus four 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: \$81,552 – \$112,164 (annual increases)
Starting \$81,552; Post successful six-month review \$85,248

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.

Employee Vaccination Requirement: City of Chicago employees must, as a condition of employment, be fully vaccinated against COVID-19 effective October 15, 2021. This Policy applies to all City employees. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable City processes. For more information on the vaccine policy please visit: https://www.chicago.gov/city/en/depts/dhr/supp_info/city-of-chicago-employee-vaccination-policy.html

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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.