PERFORMANCE ANALYST
(Office of Inspector General Audit and Program Review Section)

Visit www.igchicago.org to apply

Audit & Program Review (APR) conducts independent, objective analyses and evaluations of City programs and operations, issues public reports of findings, and makes recommendations to strengthen and improve the delivery of City services. The work of APR serves as a resource for the City Council, policymakers, civic and advocacy organizations, journalists, and the general public. This section conducts independent and professional performance audits of City programs and departments following generally accepted government auditing standards of the federal Government Accountability Office (The Yellow Book).

Under the guidance of a Chief Performance Analyst, this position conducts performance audits to evaluate the efficiency, effectiveness, equity, economy, and integrity of City programs.

MINIMUM QUALIFICATIONS:
Graduation from an accredited college or university with a bachelor’s degree plus one year 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:
- Strong desire to improve the equity, efficiency, effectiveness, economy, and integrity of City of Chicago operations
- A graduate degree in public administration, public policy, government, social science, or a related field
- Experience developing data collection instruments such as surveys, direct and participatory observation, interviews, focus groups, and literature searches
- Experience identifying and/or implementing operational improvements
- Experience conducting and leading performance audits in compliance with Generally Accepted Government Auditing Standards

SKILLS AND ABILITIES:
- Excellent interpersonal, communication, and problem-solving skills
- Excellent analytical and quantitative skills
- Excellent written and oral communication
- Creativity in identifying, exploring, and analyzing issues in operations and systems
- Facility with Microsoft Office suite
- Strong work ethic and professionalism
- Collaborates with co-workers and thrives in a team-based environment

DUTIES:
- Under the guidance of a Chief Performance Analyst, conduct performance audits to evaluate the equity, efficiency, effectiveness, economy, and integrity of City programs in compliance with Generally Accepted Government Auditing Standards (GAGAS). Previous experience with these standards is not required.
- Generate new ideas for performance audits in all areas of City of Chicago operations
- Collect, analyze, and interpret data related to program performance
- Make recommendations on the efficient and economical acquisition, protection, and utilization of City resources
- Assess risks related to City programs and evaluate processes designed to reduce risk
- Interview City staff and other stakeholders
- Write clear, concise, and objective reports
- Perform related duties as required
ANNUAL SALARY: Range: $67,536 – $91,200 (annual increases)
Starting $67,536 – (non-negotiable); Post successful six-month review $70,836

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.

KNOWLEDGE, SKILL, AND/OR ESSAY REQUIREMENT: Your application must include answers to the following two prompts:

1. In 500 words or less, describe a specific life experience(s) or circumstance(s) in which you encountered adversity, resistance, obstacles, or failure. Describe how you overcame and/or handled the situation(s), with further consideration of what you learned that you believe gives you insights into the lived experience of residents and/or operations of institutions in a city like Chicago.
2. Identify a City of Chicago program or service that you think OIG should audit. In 500 words or less, describe: (1) why this service is important, (2) the aspect of the service you would evaluate (e.g., quality, equity, speed), (3) and how you would gather evidence about program performance. You can find examples of OIG audits here: https://igchicago.org/publications/audits/.

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.