DIVERSITY AND INCLUSION OFFICER
(Office of Inspector General)

Visit [www.igchicago.org](http://www.igchicago.org) to apply

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Master's degree in a social science, human resources, public policy, public administration, or related field, plus five years of experience in human resources, advocacy, or initiatives related to diversity, inclusion, and bias; OR graduation from an ABA accredited law school with a juris doctorate degree and admission to the Illinois Bar (or another state bar having reciprocity with Illinois), plus five years of legal, regulatory or oversight work experience related to civil rights, employment, and/or anti-discrimination or policing law.

**PREFERRED QUALIFICATIONS:**
- Experience with the planning, implementation and evaluation of diversity and inclusion programs
- Knowledge of, and demonstrated interest in, relevant federal, state, and municipal employment laws and regulations, including Equal Employment Opportunity/Affirmative Action and American’s with Disabilities Act (EEO/AA and ADA)
- Knowledge of, and demonstrated interest in, diversity, equity, procedural justice, civil rights and/or law enforcement issues
- Demonstrated professional judgment in the identification, discussion and consideration of diversity and equity issues with internal and external stakeholders
- Ability to develop and maintain collaborative relationships with diverse constituencies
- Familiarity with major municipal governance and policing and police accountability systems, Chicago government, Chicago Police Department (CPD), and Chicago police accountability system
- Experience developing data collection instruments such as surveys, direct and participatory observation, interviews, focus groups, and literature searches
- Excellent leadership, analytical report writing, communication (written and oral), and problem-solving skills

**DUTIES:**
- With direct report to the OIG General Counsel and with close guidance and direction from the Deputy Inspector General for Public Safety, review governmental actions for potential bias, including racial bias, on any matter within the OIG’s jurisdiction, with primary emphasis on diversity and equity issues related to policing and police accountability
- Examine, analyze, and report on issues including but not limited to diversity, bias (implicit and explicit), and employment equity as it relates to race, gender, disability, age, rank, religion or other factors respecting City policies, programs, and practices, with priority given to CPD and the Chicago police accountability system
- Consult and coordinate with OIG staff members where OIG’s audits, evaluations, reviews, investigations and data transparency initiatives might implicate City-wide diversity and inclusion issues, including those within CPD and the Chicago police accountability system
- Collect, analyze, and interpret data to identify areas of concern and where improvements are needed
- Partner with senior leadership to analyze diversity and inclusion metrics to determine countermeasures to address negative trends related to the attraction, motivation, development, and retention of employees
- Encourage the enhancement of diversity and inclusion in the City’s hiring and promotion practices
- Based on best practices and other research, develop recommendations for enhancing ongoing diversity and inclusion practices, with priority given to CPD and Chicago’s police accountability system
• Provide strategic guidance on the oversight of equal employment efforts by developing and accessing reporting systems to measure and evaluate progress towards equal opportunity goals, objectives and outcomes
• Conduct or direct the conduct of site visits to observe operations and interview City staff and other stakeholders
• Provide insight and, where appropriate, assistance to the Communications Director respecting the accessibility of products published by OIG with particular consideration of impact and reach into diverse communities
• Draft, review, and edit reports on a regular basis, at least annually, containing findings and analysis on diversity and inclusion issues

**ANNUAL SALARY:** up to $123,996

**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.

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.