Visit www.igchicago.org to apply

The Office of the Inspector General (OIG) is independent, nonpartisan oversight agency within City government whose mission is to promote economy, efficiency, effectiveness, and integrity in the administration of programs and operations of City government. OIG achieves this mission through conducting GAO-standard performance audits, reviews, inspections and other evaluative inquiries into City programs and operations, as well as through administrative and criminal investigations of misconduct by City employees and officials, contractors, and vendors, among others. OIG is seeking an experienced attorney with proven managerial and analytical ability to serve as General Counsel leading OIG’s Legal section, which serves and supports enterprise-wide operations. This position reports directly to the Inspector General. Responsibilities will include providing legal advice and counsel on all areas of law related to OIG policies and procedures, applicable laws, ordinances and regulations, investigations, audits, and audit-based inquiries. An ideal candidate for this position will be a collaborative leader who possesses outstanding legal and interpersonal skills.

DUTIES:

- Under direction of the Inspector General, supports and provides counsel on all of OIG’s operations, and ensures that all OIG actions comport with relevant statutes, ordinances, regulations, rules, and interagency agreements.
- Actively manages the operations of the Legal section, including supervising and reviewing personnel and projects, and provides guidance on the drafting of official agency reports including advisory opinions, investigation and/or audit reports, regulations, and legislation. Oversees and directs, with the Chief Assistant Inspector General the office’s 12-person Legal Section staff to ensure legal support and services are effectively promoting and serving the mission, administrative and regulatory needs and obligations of the office.
- Works in close collaboration with and in close coordination and consultation with the senior management team to achieve the Inspector General’s strategic and operational objectives and to ensure the effective execution of OIG initiatives.
- Oversees and directs, with the Chief of Compliance, the office’s 5-person Compliance unit to ensure effective monitoring and enforcement of compliance with and implementation of the City’s employment plans.
- Provides counsel and guidance to the Inspector General and other OIG senior management on any legal issues affecting the office, including administrative, investigative, regulatory, compliance, and legislative matters.
- Serves as a primary liaison for OIG with elected officials, the City’s Department of Law, general counsel for City and coordinate agencies, and the Office of Legislative Counsel and Government Affairs. Supports the office’s legislative relationships and initiatives with or before the City Council.
- Serves as one of the Inspector General’s senior advisors and assists with strategic decisions and planning related to all office matters impacting the mission of the office.
- Represents and leads the office internally and externally in the absence of the Inspector General.

MINIMUM QUALIFICATIONS: 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), supplemented by seven years of legal, regulatory, and/or managerial work experience in the planning and implementation of administrative and legal related programs, or an equivalent combination of education, training and experience, provided the Juris Doctorate degree is met.
PREFERRED QUALIFICATIONS:
- Experience in government or non-profit, law enforcement or prosecutorial organization
- Experience with investigation and civil, administrative, and/or criminal litigation
- Familiarity with collective bargaining agreements, labor practices, and as well as labor grievance and arbitration procedures
- Knowledge of federal, state and/or City law and legal and regulatory principles
- Experience and facility with oversight, investigative and/or auditing standards, including Principles and Standards for Offices of Inspector General issued by the Association of Inspector General (Green Book), and the GAO Generally Accepted Government Auditing Standards of the United States Government Accountability Office Audit (Yellow Book)

DESIRED QUALIFICATIONS:
- Literacy in data analysis
- Familiarity with City and local government departments and agencies

Familiarity with human resources practices, labor and employment law, privacy and ethics laws and standards

ANNUAL SALARY: Up to $141,144.00

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.

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.