



## **CHIEF DATA AND INFORMATION ANALYST**

**(Office of Inspector General, Center for Information Technology and Analytics)**

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

The Center for Information Technology and Analytics (CITA) provides various technical resources to OIG Sections. CITA establishes back- and front-end access to various city systems and applications used and maintained by city departments. Information Technology Unit design, develop, install, operate and maintain/support technology hardware, security systems, OIG applications, software, and communications equipment; monitor and maintain the operations of local and wide area network (LAN/WAN) systems; provide responsive help-desk to troubleshoot technical assistance; provide training on new applications or software products; and identify new technology that will contribute to OIG's efficiency and effectiveness.

Under direction of the Deputy Inspector General of Technology and Operations, the Chief Data and Information Analyst plans and directs the activities and supervises professional staff of the Information Technology Unit, in the Office of the Inspector General (OIG).

### **DUTIES:**

- Provides a vision, policy advice, and operational direction for sustainable, high quality and secure data center operations that support OIG's mandates and initiatives
- Lead OIG Information Security governance and implementation strategy
- Manages, maintains, supports, troubleshoots, and optimizes VMware and Windows environments
- Direct technical staff engaged in meeting the information technology needs of department sections
- Provides operational direction for sustainable, high quality and secure data center operations that support department mandates and initiatives
- Oversees large-scale projects including managing timelines, providing technical assistance to team members in implementing new IT solutions/systems, implementing security patches, monitoring system maintenance schedules, and supporting services
- Assesses performance of subordinate staff and makes recommendations for disciplinary action
- Assists Senior Staff in identifying new technologies or enhancements to existing server and computing technologies to optimize program/service work products through automation
- Collaborates with Asset Information and Services Department on information security concerns or access to City's network infrastructure
- Communicates goals, projects, and timelines to ensure proper allocation of technical resources across different departmental initiatives related to data mining and data access
- Manages staff responsible for conducting digital forensics and eDiscovery work of gathering, preserving, analyzing and reporting on the electronically stored information for investigative purposes
- Assists Analytical Unit with backend data integration tasks
- Keeps abreast of new or emerging data center technology, software as a service application, and cybersecurity trends and best practices and recommends changes to departmental policies and procedures as appropriate
- Perform other duties that are essential to the position

**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 in Business Administration, Computer Science, Information Technology/Systems, or a directly related field, plus five years of work experience in information technology/systems, information technology project implementation and/or project management, or data management of which two years are in a supervisory role related to the responsibilities of the position

## **PREFERRED QUALIFICATIONS:**

### ***Comprehensive knowledge of:***

- Data center, data warehouse/storage infrastructure, planning and maintenance techniques, tools, and technologies, including tiered and hyperconverged systems
- Data Center HVAC and UPS infrastructure
- Security solutions, anti-virus, security incident and event management, encryption, endpoint detection and response, data loss prevention, system patching, vulnerability management and threat intelligence solutions
- Troubleshooting methods to resolve problems and issues related to configuration of data center products and services, including server environments (MS Windows, Linux, MS SQL, VMware, etc.)
- Distributed and centralized computer and computer operating systems
- Networking equipment, architecture, and connectivity
- Technical documentation methods and procedures
- Cybersecurity framework (e.g., NIST, COBIT, and CIS Controls)
- Data storage management, file back-up, and restoration/disaster recovery techniques
- Programming logic and languages, data manipulation and integrated environments
- Methods, practices, and procedures for analyzing and resolving computer-related problems
- New and emerging information infrastructure technologies and/or industry trends
- System testing and evaluation principles, methods and tools
- IT concepts, IT system development practices, standards and procedures

### ***Considerable knowledge of:***

- Microsoft Client and Server Operating Systems.
- Installing, configuring, and troubleshooting Windows based environments.
- Active Directory Administration (User, Group, Computer, Group Policy).
- Network architecture and connectivity, setup and install, support and troubleshooting.
- Systems monitoring solutions.
- Imaging and Disk Duplication technology.
- Office 365 Licensing and SQL Server Administration.
- Help Desk systems in an Enterprise environment.
- Cloud systems, preferably in Microsoft Azure and AWS.
- Managing a combination of on-prem, hosted, and cloud-based systems.
- Virtualization and containerization (e.g., VMware, Kubernetes)
- Firewalls and endpoint protection solutions
- Quality standards for digital forensics

### ***Moderate knowledge of:***

- Management and supervisory methods, practices, and procedures
- Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**KNOWLEDGE SKILL AND ESSAY REQUIREMENT:** Work related problem essay may be required.

**ANNUAL SALARY:** Commensurate with Experience up to \$115,560

**KNOWLEDGE SKILL AND  
ESSAY REQUIREMENT:**

A passing score on a knowledge skill test(s) and/or essay may be 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.