

## **OFFICE OF INSPECTOR GENERAL EMPLOYMENT PROCEDURES**

### **Introduction**

These Office of Inspector General Hiring Procedures (“Employment Procedures”) are an amendment to the City of Chicago Employment Plan (“City Employment Plan”), as amended, and set forth the standards and procedures for recruitment and selection for the hiring and promotion of employees of the Office of Inspector General (“OIG”).

These Employment Procedures are intended to provide OIG with hiring and promotion processes that maximize the operational independence of OIG and ensure that its employees are nonpartisan and free from impairments to independence. They apply to all OIG employees except the Inspector General (“IG”) and the Deputy Inspector General for Public Safety whose selection and retention is specifically governed by provisions of 2-56 of the Municipal Code of Chicago (“MCC”). These Employment Procedures shall be construed in a manner that does not impede the discretion of the IG to hire and promote employees of OIG beyond the expressly stated requirements.

Complaints or audits that identify violations not related to misconduct, such as deviations from these Employment Procedures or missing documentation, will be resolved via the issuance of a violation letter from OIG’s Compliance section. Violations of these Employment Procedures which rise to the level of misconduct will be resolved pursuant to OIG’s Internal Investigations Policy.

Pursuant to the City Employment Plan, OIG may modify these Employment Procedures so long as the modifications are not contrary to applicable law. Prior to the effective date of any modification of these Employment Procedures, OIG will post on its website for forty-five (45) days any modifications to these Employment Procedures. Such public notice shall include information concerning where comments may be directed.

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Capitalized terms not otherwise defined in these Employment Procedures are used defined in the City Hiring Plan.

## **I. DEFINITIONS**

- A. OIG Compliance Section** - OIG Compliance unit (Compliance) (previously referred to as the OIG Hiring Oversight section) issues guidance, training, and program recommendations to City departments on a broad and complex array of employment-related actions; monitors employment actions including hiring and promotion; performs legally-mandated and discretionary audits; and reviews the City's hiring and employment practices to ensure compliance with the various City Employment Plans..
- B. General Position** – General Positions are any OIG positions other than those identified as Senior Manager Positions.
- C. Hiring Committee** – The Hiring Committee shall consist of at least five (5) OIG Senior Managers selected by the IG.
- D. Hiring File** – A Hiring File is an electronic file maintained by OIG that includes all documents utilized in a hiring sequence, including, but not limited to, all forms, Hire Certifications, the job posting, and the hiring decision memorandum.
- E. Section Head** – A Section Head is an OIG Senior Manager who reports directly to the IG and performs is responsible for managing one of OIG's sections: Investigations, Audit & Program Review, Public Safety, Center for Information Technology & Analytics, Operations, and Legal.
- F. Senior Manager Position** – Senior Manager Positions are those that report directly to the IG or report to someone who reports directly to the IG and (1) are Non-Career Service, (i.e., employees-at-will); (2) are not covered by a collective bargaining agreement; (3) are not *Shakman-Exempt*; and (4) either perform significant managerial, strategic, or advisory responsibilities.. All Senior Manager Positions are listed at the end of these Procedures.

## **II. RULES APPLICABLE TO ALL HIRES MADE PURSUANT TO OIG EMPLOYMENT PROCEDURES**

### **A. IG Participation in the Hiring Process**

- 1. The IG may choose to participate in any stage of the hiring process but is not required to do so, unless expressly specified by these Employment Procedures.

2. For each candidate hired by OIG, the IG shall complete (a) a hiring decision memorandum and (b) a Hire Certification Form.

3. The hire decision memorandum must state why the IG is selecting the candidate, including how the selected candidate's experience meets the hiring criteria for the position. However, it need not compare the hired candidate to other candidates. Furthermore, the hiring decision memorandum need not be in any particular format.

## **B. Hire Certification Form**

1. The Hire Certification is a form filled out by (1) selected Candidates and (2) all OIG employees involved in every selection process. This form shall certify, under penalty of perjury, that no Political Reasons or Factors or other Improper considerations were considered in the action taken. The Hire Certification form(s) shall be made a part of the Hiring File.

## **III. RULES APPLICABLE TO GENERAL POSITIONS**

### **A. Methods of Obtaining or Accepting Applications**

1. Vacant positions with OIG shall be advertised and posted on OIG's website. OIG may at its discretion post the job posting on social media, any other City website, or any third-party jobs sites to promote qualified, diverse applicant pools. The job posting shall remain posted and open for a minimum of fourteen (14) consecutive calendar days and may be extended at the discretion of the Section Head or the Inspector General. The job posting shall list the minimum qualifications and a description of the job duties of the position.

2. The job posting shall list the minimum qualifications, preferred qualifications, a description of the job duties of the position, and required information and documentation that all candidates must submit.

3. OIG may recruit individuals to apply for available positions in order to attract the most highly qualified, conflict-free candidates.

4. Applicants shall submit applications for General Positions directly to OIG, as specified in the job posting.

5. All candidates shall submit the materials specified in the job posting. All application materials received by OIG shall be made part of the official Hiring File.

## **B. Screening and Interviewing Applicants**

1. At least two OIG Senior Managers approved by the IG prior to the start of screening shall review the applications and select candidates for interview based on the minimum and preferred qualifications and the job duties set for the applicable position.
2. The screening process shall include the use of a screening rubric approved by the OIG Chief Administrative Officer, Director of Diversity, Equity, and Inclusion, and Inspector General. The screening rubric is a standardized assessment tool designed to assist screeners in reaching consensus on candidates to be interviewed. The screening rubric can be customized to fit the qualifications of the posted position and shall be made part of the Hiring File. The screening rubric is intended to guide, but not dictate, consideration of the applications. If the screening rubric includes score or point totals, candidates selected for interviews need not be limited to the highest scoring candidates.
3. After reaching consensus, the screeners should include the names of the candidates to be interviewed on the interview list.
4. Compliance shall be given at least 24-hour advance e-mail notice of scheduled interviews.
5. Candidates selected for an interview shall be interviewed by at least two OIG Senior Managers, approved by the IG in advance, except when the IG chooses to participate in the interview in which case s/he must be joined by at least one Senior Manager. If practical, the DEI Director shall be part of the interview panel. Each Senior Manager participating in an interview shall fill out an Evaluation Form prescribed by OIG. The Evaluation Forms shall be made part of the Hiring File.
6. The Office of Inspector General may ask questions of its applicants to determine whether the applicants have ties to City officials or City political figures or entities. The Office of Inspector General shall create a written record of the information supplied by the applicants on this subject and may require applicants to provide such information in writing as part of the application process. The documents containing this information shall be made part of the Hiring File. This information will be provided to OIG's Ethics Officer for a determination of whether the applicant would be able to pursue the mission of the Office of Inspector General without any impairments to independence.

## **C. The Hiring Decision**

1. The Hiring File for each candidate who received an interview and has not withdrawn from the hiring process shall be distributed to the Hiring Committee members in advance of a meeting of the Hiring Committee for consideration. The

Hiring Committee shall meet to discuss the individual(s) and comparative qualifications of the candidates interviewed.

2. OIG may contact and evaluate prior candidates to fill any General Position. For purposes of the HCM discussion, OIG may rely on screenings and interviews of a candidate from a prior sequence for one year from the date of the closing of the sequence as the basis for another hiring decision for the same position or lower position in the same job class.

3. The Compliance unit shall be given at least 24-hour advance e-mail notice of each Hiring Committee meeting. A member of the Compliance Section may be present and review all documentation.

4. At the meeting, each member of the Hiring Committee may state their views on each interviewed candidate and shall state in writing their opinion as to whether each interviewed candidate is recommended or not recommended for a final interview with the IG. The Hiring Committee, at its discretion, may rank or tier recommended candidates for the consideration of the IG. These written recommendations shall be made part of the Hiring File.

5. The IG shall not make a decision to hire a candidate before interviewing the individual. The IG shall make the final hiring decision after interviewing one or more candidates. If the IG interviewed a candidate in the first round, the IG need not reinterview that candidate in the final round prior to making a decision. If there is more than one qualified candidate, OIG may create a hire list for potential vacancies for the same position for use up to one year following the conclusion of the hiring sequence. The IG may extend a hire list for one additional year from the date of the list's initial expiration.

6. The IG shall complete (a) a hiring decision memorandum and (b) a Hire Certification Form. Any other individuals who participated in the evaluation or hiring process shall also complete a Hire Certification Form.

7. The Compliance unit will receive an electronic notification of a Hiring File that is ready for review via the OIG intranet. The Hiring File shall be reviewed and signed via electronic file within 48 hours business hours of the electronic notice being received.

8. Within one (1) week of the hiring decision, the Hiring File shall be forwarded to DHR.

## **IV. RULES APPLICABLE TO SENIOR MANAGER POSITIONS**

### **A. Applicability**

1. The Manager of Human Resources shall maintain a list of Senior Manager Positions (see Appendix 1.) Modifications to the Senior Manager Positions List shall be made by the IG, who shall provide 14 days prior written notification to DHR and OIG's Compliance unit, both of whom may comment on the notice and make written objections. All other positions in OIG not on the OIG Senior Manager Positions List must be hired using the procedures for General Positions detailed in section III of these Employment Procedures

### **B. Methods of Obtaining or Accepting Applications**

1. Available Senior Manager Positions shall be advertised and posted on OIG's website. OIG may at its discretion advertise the job posting on social media, any other City website, or any third-party jobs sites to promote qualified, diverse applicant pools. The job posting for Senior Manager Positions shall remain posted and open for a minimum of seven consecutive calendar days and may be extended at the discretion of the IG.

2. The job posting shall list the minimum qualifications, preferred qualifications, a description of the job duties of the position, and required information and documentation that all candidates must submit.

3. OIG may recruit individuals to apply for available positions in order to attract the most highly qualified, conflict-free candidates.

4. Applications for Senior Manager Positions shall be sent directly to OIG, as specified in the job posting.

5. All candidates shall submit the materials specified in the job posting. All application materials received by OIG shall be made part of the official Hiring File.

### **C. Reviewing Applications and Interviewing**

1. The IG or any designee shall review the applications and select candidates for interview based on the established qualifications for the applicable Senior Manager Position and any additional written criteria appropriate for the particular position to be filled. Application review may be conducted on a rolling basis and can begin immediately following the position posting.

2. Candidates selected for an interview shall be interviewed by the IG and, if the IG chooses, other Senior Managers. Interviews can begin after the minimum seven (7) day open application period.

**D. Hiring Decision**

1. The IG shall make the final hiring decision and in doing so may, at his/her discretion, direct the creation of a hire list for potential vacancies for the position for use up to one year following the conclusion of the hiring sequence. The IG may extend a hire list for one additional year from the date of the list's initial expiration.

2. The IG shall complete (a) a hiring decision memorandum and (b) a Hire Certification Form. Any other individuals involved in the evaluation and hiring process shall also complete a Hire Certification Form.

3. Within one (1) week of the hiring decision, the Hiring File shall be forwarded to DHR.

## **Appendix 1**

### **Office of Inspector General Senior Manager List: (Last modified January 26, 2026)**

Associate General Counsel  
Chief Assistant Inspector General  
Chief Data and Information Analyst  
Chief Forensic Data Analyst  
Chief Investigator  
Chief Investigative Analyst  
Chief Performance Analyst  
Deputy Inspector General  
Director of Public Affairs (Director of Communications and Outreach)  
Director of Special Investigations  
General Counsel  
Manager of Finance  
Manager of Human Resources  
Senior Equity Officer (Director of Diversity, Equity, and Inclusion)