



**Code: 1127**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

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## **CLASS TITLE: CHIEF PERFORMANCE ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises and coordinates the work of professional staff responsible for reviewing programs and operations in city departments and making recommendations to improve their effectiveness; and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans, assigns, and monitors the work of professional staff engaged in the conduct of performance audits of city departments and making recommendations on the efficient and economical acquisition, protection, and utilization of city resources
- Develops work standards and conducts performance evaluations of subordinate personnel
- Develops and maintains audit plans that identify all actions, resources, and deliverables required to complete reviews of compliance within established timelines
- Reviews completed performance audit reports for quality and content ensuring that the causes of inefficiencies and uneconomical practices are detailed and departmental operations are in compliance with city rules and policies
- Evaluates the soundness of submitted recommendations and provides alternatives to address inefficiencies
- Establishes, modifies, and implements policies and procedures relative to the conduct of performance audits
- Facilitates interviews to obtain information on internal processes and work practices
- Collects and evaluates narrative and statistical data in order to summarize the condition of department activities relative to polices, procedures, and other criteria
- Drafts performance audit reports documenting the cause of inefficiencies, uneconomical practices, and potential recommendations before submitting for management review
- Trains and facilitates training for staff to ensure performance audits are conducted in compliance with Generally Accepted Government Auditing Standards
- Collaborates with department management in developing annual performance audit plans

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus five (5) years 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

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

## PHYSICAL REQUIREMENTS

- No specific requirements

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Comprehensive knowledge of:

- \*generally accepted accounting and auditing principles, methods, practices, and procedures
- \*research methods and practices
- \*report preparation methods, practices, and procedures

Moderate knowledge of:

- applicable Federal, State, and local laws regulations, and guidelines
- \*applicable computer software packages (e.g., accounting software, data management software) and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Senior Performance Analyst class

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*TIME MANAGEMENT - Manage one's own time and the time of others
- \*INSTRUCTING - Teach others how to do something
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Senior Performance Analyst class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Senior Performance Analyst class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Senior Performance Analyst class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2013  
February, 2022