



Code: 1216
Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Examining and Licensing

CLASS TITLE: CHIEF OF HIRING OVERSIGHT

CHARACTERISTICS OF THE CLASS

Under direction, plans and directs the activities of the Hiring Oversight Section in the city's Office of Inspector General (IGO), and performs related duties as required

ESSENTIAL DUTIES

- Monitors the implementation and enforcement of employment actions governed by the Shakman Accord and the city's hiring plan
- Directs and manages staff engaged in the review and audit of city employment actions and related processes
- Prioritizes staff assignments and establishes work standards and policies and procedures for the conduct of audits and reviews
- Evaluates the validity of incoming complaints, ensures that complaints are appropriately registered and facilitates the escalation process
- Develops and coordinates training for section staff and personnel in operating departments relative to city hiring policies and procedures
- Prepares comprehensive narrative and statistical reports summarizing findings of audited actions
- Collaborates with department managers in referring matters for further investigation
- Participates in developing work strategies and objectives for the hiring oversight section
- Advises department heads on the interpretation of the Shakman Accord and the city's hiring plan

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 in a directly related field related to the responsibilities of the position, plus five years of investigative, human resources or program review and evaluation work experience, of which two years are in a supervisory role related to the responsibilities of the position, 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)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *research methods, techniques and resources
- *investigation methods, techniques, practices, and procedures
- *evidence collection and analysis methods, practices, and procedures

Moderate knowledge of:

- *supervisory and management methods, practices and procedures
- *record keeping and report preparation methods, practices, and procedures

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

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, take 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
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
- TIME MANAGEMENT – Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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
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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.

City of Chicago
Department of Human Resources
Date: January, 2013