

OFFICE OF INSPECTOR GENERAL EMPLOYMENT PROCEDURES

Introduction

These Office of Inspector General Hiring Procedures (“Employment Procedures”) are an amendment to the City of Chicago General Hiring Plan (“City Hiring 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 conflicts of interest. 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.

Any complaints alleging violations under these Employment Procedures will be subject to the investigation process agreed upon by the OIG and the Department of Law.¹ Pursuant to the City’s Hiring 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.

¹ A copy of this Memorandum of Understanding has been attached as Exhibit 1.

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

I. DEFINITIONS

A. Diversity Equity Inclusion Compliance Section - Diversity, Equity, Inclusion, and Compliance Section (DEIC) (previously referred to as the OIG Hiring Oversight section) advises on issues of equity, inclusion, and diversity as applied to all OIG operations and products, as well as assuring the consideration and inclusion of community voices and experiences directly in all of the office's work. DEIC uses quantitative and qualitative data and information correlated to internal culture, operations, and impact of service provision to monitor trends and patterns across City departments—to identify equity and inclusion deficiencies and provide recommendations, with specific authority to review the actions of the Chicago Police Department for potential bias, including racial bias. DEIC also issues guidance, training, and program recommendations to City departments on a broad and complex array of employment-related actions; monitors human resources activities which include hiring and promotion; performs legally-mandated and discretionary audits; reviews the City's hiring and employment practices to ensure compliance with the various City Employment Plans; and publicly report at least annually findings an analysis on diversity and inclusion issues.

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 or Supervisors selected by the IG and shall include the Section Head of the OIG component into which the hiring is to occur, and the Diversity, Equity and Inclusion Officer.

D. Hiring File – A Hiring File is a file maintained by OIG which includes all documents utilized in a hiring sequence, including, but not limited to, all forms, Hire Certifications, the Notice of Job Opportunity, and the hiring decision memorandum.

E. Notice of Job Opportunity – The Notice of Job Opportunity shall include the Position's duties, minimum qualifications, and any other relevant information.

F. Notice of Promotion Opportunity – The Notice of Promotion Opportunity shall include the Position's duties, minimum qualifications, and any other relevant information.

G. Promotion Committee – The Promotion Committee shall consist of at least five (5) OIG Senior Managers or Supervisors selected by the IG and shall include the Section Head of the OIG component within which the promotion is to occur, and the Diversity, Equity and Inclusion Officer..

H. Promotion File – A Promotion File is a file maintained by OIG which includes all documents utilized in a promotion sequence, including, but not limited to, all forms, Hire Certifications, the Notice of Promotion Opportunity, and the promotion decision memorandum.

I. Section Head – A Section Head is an OIG Senior Manager who reports Directly to the IG and performs significant managerial responsibilities. Section Heads include, but are not limited to, all Deputy Inspectors General.

J. 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 responsibilities or are highly specialized in their respective fields or areas of work operations with highly specific minimum qualifications and skill sets. 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 Procedures.
2. For each candidate hired by OIG, the IG shall complete (a) a hiring decision memorandum and (b) a Hire Certification Form. Any other individuals involved in the interview and selection process shall also complete a Hire Certification Form. The hiring decision memorandum and Hire Certification Forms shall be maintained by OIG for a period of ten (10) years.

B. Potential Conflicts of Interest

1. During the interview process OIG shall ask questions of candidates to determine whether the candidates have ties to City officials or City political figures or entities.
2. OIG shall create a written record of the information supplied by candidates regarding potential conflicts.
3. If necessary, the interview panel may request candidates to supplement in writing any oral interview answers. The documents containing this information shall be made part of the Hiring File.

C. Ward Residence of OIG Employees

1. OIG shall post annually on its website data detailing the ward of residence of the employees hired or promoted during the year at the time of hire or promotion. Such annual information shall remain posted for five years.
2. OIG shall post quarterly to its website the ward of residence of all OIG employees.

D. 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. Available General Positions with OIG shall be advertised and posted on the OIG's website, and such other City of Chicago and third party jobs sites as may promote qualified, diverse applicant pools. The Notice of Job Opportunity shall remain posted and open for a minimum of fourteen (14) consecutive calendar days. The Notice shall list the minimum qualifications and a description of the job duties of the position. The posting shall also include a statement that employees of OIG are obligated by law and regulation to perform all duties in a manner that is nonpartisan and free from conflicts of interest.
2. OIG may recruit individuals to apply for available positions in order to attract the most highly qualified, conflict-free candidates.
3. Applicants shall submit applications for General Positions directly to OIG, as specified in the Notice of Job Opportunity. Any applications for OIG positions received by DHR shall be forwarded to OIG.
4. All candidates shall submit a resume, transcripts from their educational institution(s), a writing sample or essay if requested, and any other relevant information requested in the Notice of Job Opportunity. All application materials received by OIG shall be made part of the official Hiring File for each posted position that shall be generated and maintained in accordance with these Employment Procedures.

B. Screening and Interviewing Applicants

1. At least two members of OIG approved by the IG prior to the start of screening shall review the applications and select candidates for interview based on the qualifications set for the applicable position and any additional written criteria appropriate to the particular position to be filled.
2. The screening process shall include the use of a screening rubric approved by the OIG Director of Personnel, Diversity Equity and Inclusion Officer 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. After reaching consensus, the screeners should include the names of the candidates to be interviewed on the interview list.
3. The OIG Diversity Equity Inclusion Compliance (DEIC) Section shall be given at least 24-hour advance e-mail notice of scheduled interviews.
4. Candidates selected for an interview shall be interviewed by at least three OIG Senior Managers or Supervisors, except when the IG chooses to participate in the interview in which case s/he must be joined by at least two Senior Managers. Each Senior Manager or Supervisor participating in an interview shall fill out an Evaluation Form prescribed by OIG. The Evaluation Forms shall be made part of the Hiring File. If the IG chooses to participate in the initial candidate interview, s/he is not required to complete the Evaluation Form.
5. OIG may contact and evaluate prior candidates for the purpose of filling any position. For purposes of the HCM discussion, OIG may rely on screenings and interviews of a candidate from a prior sequence for one (1) 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.

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 for consideration. The Hiring Committee shall meet to discuss the individual and comparative qualifications of the candidates interviewed.
2. The DEIC Section shall be given at least 24-hour advance e-mail notice of each Hiring Committee meeting. A member of the DEIC Section may be present and review all documentation.
3. At the meeting, each member of the Hiring Committee shall state his/her views on each interviewed candidate and shall state in writing his/her opinion as to whether each interviewed candidate is recommended or not recommended for hire. 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.

4. 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 there is more than one qualified candidate, the 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 (1) additional year from the date of the list creation. The DEIC Section shall receive notice of hire list extensions.

5. For each hired employee, the selected candidate, the IG, and all OIG employees who participated in the evaluation or hiring process shall sign a Hire Certification Form. Hire Certification Forms shall be made part of the Hiring File.

6. One week before the selected candidate's start date, the Hiring File shall be forwarded to the OIG DEIC Section for compliance review. The Hiring File shall be reviewed and returned to the OIG Administrative Section within 48 hours.

7. For those candidates hired by OIG, the Hiring File will be maintained in accordance with Local Records Retention schedule by OIG for a period of ten (10) years unless otherwise required by law. For candidates interviewed but not hired, the Hiring File will be maintained by OIG for a period of five (5) years unless otherwise required by law. The Hiring File and other hiring documentation shall remain confidential within OIG and shall not be disclosed. Nothing in this document shall make the Hiring File or other hiring documentation a public record.

IV. RULES APPLICABLE TO SENIOR MANAGER POSITIONS

A. Applicability

1. The OIG has identified Positions which are classified as Senior Managers. These positions 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 responsibilities or are highly specialized in their respective fields or areas of work operations with highly specific minimum qualifications and skill sets.

2. The Supervisor of Personnel 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 fourteen (14) days prior written notification to DHR and OIG DEIC Section, both of whom may comment on the modifications 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 OIG Employment Procedures.

B. Methods of Obtaining or Accepting Applications

1. Available Senior Manager Positions shall be advertised and posted on OIG's website. The Notice of Job Opportunity for Senior Manager Positions shall remain posted and open for a minimum of seven (7) consecutive calendar days and may be extended at the discretion of the IG. The posting shall also state that employees of OIG are obligated by law and regulation to perform all duties in a manner that is nonpartisan and free from conflicts of interest.
2. OIG may recruit individuals to apply for available positions in order to attract the most highly qualified, conflict-free candidates.
3. The Notice of Job Opportunity shall list the minimum qualifications, a description of the job duties of the position, and requested information all candidates must submit.
4. Applications for Senior Manager Positions shall be sent directly to OIG, as specified in the Notice of Job Opportunity. Any applications for Senior Manager Positions received by DHR shall be forwarded to OIG.
5. In order to promote transparency, OIG shall post on its website a list of all job classes that may be filled using the OIG Senior Manager Hiring Procedures (see Appendix 1.)

C. Screening 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 screening 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 or Supervisors. 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.
2. As required in II.A.2, the IG shall complete (a) a hiring decision memorandum and (b) a Hire Certification Form. Any other individuals involved in the interview and selection process shall also complete a Hire Certification Form.

The hiring decision memorandum and Hire Certification Forms shall be maintained by OIG for a period of ten (10) years.

3. The IG can make an offer to the selected candidate without any additional notifications to or approvals from DHR or any other City departments.

4. Within one (1) week of the hiring decision, the selected candidate's name, resume, hiring decision memorandum, and Hire Certification Form(s) shall be forwarded to DHR.

5. The title and hire date for each Senior Manager Position hire shall be posted on OIG's website within thirty (30) days of the hire date and remain posted for a period of three (3) years from the date of hire.

V. OIG PROMOTION PROCEDURES

A. Eligibility

1. OIG may promote internally, provided the position is within the same classification series and is at least the next higher rated grade level than the current position.

2. Eligibility for consideration of promotion to the next higher rated title shall require, at a minimum, satisfactory continuous service in a qualifying lower position for at least the period specified in the classification.

B. Notice of Promotion Opportunity

1. Notice of vacant positions within OIG shall be provided to Supervisors in the appropriate job classification. Supervisors shall identify each eligible employee under his/her supervision for a promotion.

2. Eligible employees who want to be considered for promotion shall submit a written statement detailing why s/he should be promoted. All submitted materials shall be made part of the Promotion File.

3. Supervisors shall ensure that each eligible employee meets the minimum qualifications for the promotion. Supervisors shall provide to the Section Head his/her views in writing on why s/he regards the eligible employee(s) as capable of successfully performing the duties of the higher position and merits consideration for promotion. Supervisors shall also provide a current resume, and any existing annual employee performance evaluations.

C. The Promotion Decision

1. The Promotional Committee shall consist of at least five (5) OIG Senior Managers or Supervisor selected by the IG. The Promotional Committee shall

review the Supervisor's written letter, employee written statement, resume, and performance evaluations and discuss the qualifications of each recommended employee(s). The Section Head of the eligible employee(s) shall present to the Promotional Committee his/her views on why s/he is recommending the employee for promotion. The presenting Section Head shall not be a member of the Promotional Committee for the employee s/he has presented.

2. The Promotional Committee may meet with the IG to discuss the qualifications of each recommended employee(s). Each member of the Promotional Committee shall state in writing whether the recommended employee should be promoted to the vacant position(s). The Promotional Committee, at its discretion, may rank or tier recommended candidates for the consideration of the IG. These written opinions shall be made part of the Promotion File. The IG shall make the final decision on who will be promoted, and in doing so may, at his/her discretion create a prequalified candidate promotion list for potential vacancies for up to one year following the conclusion of the promotional sequence.

3. For each promotional decision made by OIG, the IG shall complete a promotional decision memorandum stating the reason(s) the selected individual was promoted. This memorandum shall be made part of the Promotion File.

4. As to each promotional decision made by OIG, the employee who has been promoted, the IG, and all OIG employees who participated in the promotional process shall, under penalties of perjury and possible loss of employment, sign a Hire Certification Form stating that, except for the consideration of political factors for the sole purpose of addressing possible conflicts of interest, the evaluation of the employee, the promotional decision and the recommendations regarding the employee were not based on or affected by Political Reasons or Factors or Improper considerations, including political sponsorship, affiliation, support, or any other factor that is not job-related. Hire Certification Forms shall be made part of the Promotion File.

5. At least one (1) week prior to the promoted employee's start date in the new position, the Promotion File shall be forwarded to the OIG DEIC Section for compliance review. The Promotion File shall be reviewed and returned to the OIG Administrative Section within 48 hours.

6. For those employees promoted by OIG, the Promotion File will be maintained by OIG for ten (10) years unless otherwise required by law. For employees considered but not promoted, the Promotion File will be maintained by the OIG for a period of five (5) years unless otherwise required by law. The Promotion File and other promotion documentation shall remain confidential within OIG and shall not be disclosed. Nothing in this document shall make the Promotion File or other promotion documentation a public record.

Appendix 1

Office of Inspector General Senior Manager List: (Last modified September 22, 2020)

First Deputy Inspector General

Deputy Inspector General

Director of Diversity, Equity, Inclusion and Compliance (Project Manager)

Associate General Counsel

Chief Investigator

Chief Assistant Inspector General

Chief Data Information Analyst

Chief Forensic Data Analyst

Chief of Hiring Oversight

Chief Performance Analyst

Director of Public Affairs

Project Director

Supervisor of Personnel Services