

OFFICE OF INSPECTOR GENERAL HIRING PROCEDURES

Introduction

These Office of Inspector General Hiring Procedures¹ are an amendment to the City of Chicago Hiring Plan (“City Hiring Plan”), as amended, and provide for an alternative method of recruitment and selection of employees of the Office of Inspector General.

These Hiring Procedures are intended to provide the Office of Inspector General with a method of hiring employees that maximizes the independence of the Office of Inspector General and helps to ensure that its employees are nonpartisan and free from conflicts of interest. After the sunset of the Accord, any complaints against the Office of Inspector General alleging violations of these Hiring Procedures will be subject to the investigation process conducted by an independent third party as agreed upon by the Office of Inspector General and the Department of Law.²

The Office of Inspector General may modify these Hiring Procedures so long as the modifications are not contrary to applicable law. Prior to the effective date of any modification of these Hiring Procedures, the Commissioner of the Department of Human Resources shall give thirty (30) days public notice in one or more newspapers of general circulation. Such public notice shall include information concerning where the rules can be

¹ These OIG Hiring Procedures include both the General Positions and Senior Manager Hiring Procedures sections.

² A copy of this Memorandum of Understanding has been attached as Exhibit 1.

reviewed and where comments may be directed. The Office of Inspector General will also post on its publicly available internet site any modifications to these Hiring Procedures.³

OFFICE OF INSPECTOR GENERAL- GENERAL POSITIONS

A. Methods of Obtaining or Accepting Applications

1. Available positions with the Office of Inspector General shall be advertised and posted, at a minimum, (a) at the location where other City of Chicago positions are posted, (b) on the Office of Inspector General's website, and (c) on the Department of Human Resources' website. The notice of available positions shall remain posted and the posted position shall remain open for a minimum of 14 consecutive days. The notice shall list the minimum qualifications and a description of the job duties of the position and shall state that the Office of Inspector General requires that its employees be nonpartisan and free from conflicts of interest.

2. The Office of Inspector General may recruit individuals to apply for available positions in order to attract the most highly-qualified, conflict-free candidates.

3. Applications for such positions shall be sent directly to the Office of Inspector General, as specified in the notice. Any applications for such positions received by the Department of Human Resources shall be forwarded to the Office of Inspector General.

4. All applicants shall submit a resume, transcripts from their educational institution(s), a writing sample or essay if requested in the hiring advertisement, and any other requested information relevant to the position involved. All application materials shall be made part of the Hiring File.

³ In addition, prior to the sunset of the Accord, thirty (30) days' advance written notice of any modifications of these Hiring Procedures shall be given to the *Shakman* Plaintiffs and the court-appointed [Shakman Decree](#) Monitor (the "SDM"), who may comment on the modifications and make written objections. Impasses shall be resolved as provided in Section II.D of the Accord.

B. Screening and Interviewing Applications

1. At least two members of the Office of Inspector General designated by the Inspector General shall review the applications and select applicants for interview based on the minimum qualifications set for the applicable position and any additional written criteria appropriate to the particular position to be filled. If there is disagreement between those members who are screening applications as to whether an applicant should be selected for interview, the Office of Inspector General Hiring Committee (see C.1 below) shall make the determination. The members who screened the applications and the applicants selected for interview shall be documented and made part of the Hiring File.

2. Applicants selected for an interview shall be interviewed by at least three senior or supervisory members of the Office of Inspector General, each of whom shall fill out an Evaluation Form prescribed by the Office of Inspector General. The Evaluation Forms shall be made part of the Hiring File. Advance notification of scheduled interviews shall be provided to the Office of Inspector General's Hiring Oversight Section.⁴

3. 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. In making its hiring decision, the Office of Inspector General shall consider this

⁴ Prior to sunset of the Accord in case number 69 C 2145 captioned *Shakman v. City of Chicago*, et. al. in the United States District Court for the Northern District of Illinois, the SDM will be copied on all information provided to the OIG's Hiring Oversight Section and will be allowed to monitor the employment process including the interviews.

information in determining whether the applicant would be able to pursue the mission of the Office of Inspector General without any conflicts of interest.

4. The Office of Inspector General shall retain the Hiring Files for three years after receipt of an application and may contact and evaluate these applicants for the purpose of filling any position. The Office of Inspector General may rely on its prior screening for one year from the receipt of an application if the applicant is being considered for the same position for which the applicant originally applied.

C. The Hiring Decision

1. The Hiring File for each applicant who is submitted for consideration to the Hiring Committee shall be distributed to the Hiring Committee members. The Hiring Committee shall consist of at least five senior or supervisory employees in the Office of Inspector General selected by the Inspector General. The Hiring Committee shall meet to discuss the qualifications of the applicants interviewed. The Hiring Oversight Section shall be given at least two (2) business days advance written e-mail notice of each such meeting.⁵ At each Hiring Committee meeting, a member of the Hiring Oversight Section may be present and may review all documentation.

2. At the meeting, each member of the Hiring Committee shall state his/her views on each interviewed applicant and shall state in writing his/her opinion as to whether each interviewed applicant is recommended or not recommended for hire. These written opinions shall be made part of the Hiring File. If the Inspector General has not interviewed a selected

⁵ Prior to sunset of the Accord in case number 69 C 2145 captioned *Shakman v. City of Chicago*, et. al. in the United States District Court for the Northern District of Illinois, the SDM will be copied on all information provided to the OIG's Hiring Oversight Section and will be allowed to monitor the employment process including the interviews

applicant at this point in the process, the Inspector General shall do so before making a decision on employment. The Inspector General shall make the final decision as to which action to take. The Inspector General may choose to participate in any stage of the hiring process but is not required to do so.

3. For each applicant hired by the Office of Inspector General, the Inspector General shall complete a Hiring Decision Form stating the reasons for the hiring decision. This form shall be made part of the Hiring File.

4. As to each applicant hired by the Office of Inspector General, the applicant, the Inspector General, and all Office of Inspector General employees who participated in the evaluation or hiring process shall, under penalties of perjury and possible loss of employment, sign an affidavit stating that, except for the consideration of political factors for the sole purpose of addressing possible conflicts of interest, the evaluation of the applicant, the hiring decision and the recommendations regarding the applicant 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. Such affidavits shall be made part of the Hiring File.

5. Within one week of the hiring decision, the Hiring File shall be forwarded to the Office of Inspector General Hiring Oversight Section for compliance review. The Hiring File shall be reviewed and returned to the Office of Inspector General Administrative Section within 48 hours.

6. Within 30 days of the applicant being hired by the Office of Inspector General, the Office of Inspector General shall post on its website or the Department of Human Resources' website the following information: (i) the number of people who applied for the position, (ii) the

number of people interviewed, and (iii) whether at least two members of the Hiring Committee did not recommend the applicant for the position. The information shall remain posted until replaced with the annual data for categories (i) – (iii) along with (iv) a geographical breakdown of the residences of the employees hired during the year by ward of residence for each year after 2005. Such annual information shall remain so posted for five years. In addition, each quarter, the Office of Inspector General shall post to its website or Department of Human Resources' website a geographical breakdown of the residences of its employees showing the number of employees who live in each ward.

7. For those applicants hired by the Office of Inspector General, the Hiring File will be maintained by the Office of Inspector General for a period of 10 years unless otherwise required by law. For applicants interviewed but not hired, the Hiring File will be maintained by the Office of Inspector General for a period of 5 years unless otherwise ordered by the Court. The Hiring File and other hiring documentation shall remain confidential within the Office of Inspector General and shall not be disclosed. Nothing in this document shall make the Hiring File or other hiring documentation a public record.

D. Promotions

1. The Office of Inspector General may promote internally, providing the position is within the same classification series and is at least one level higher class grade than the current position. Promotion to the next higher rated title shall be made on the basis of satisfactory continuous service for at least the period specified in the particular classification.

2. Notice of vacant positions within the Office of Inspector General shall be provided to Supervisors in the appropriate classification. Supervisors may recommend an employee under his/her supervision for a promotion. Supervisors will ensure that the employee meets the minimum qualifications for the position and provide his/her views on why he or she is

recommending the employee for promotion, a current resume, and any existing annual employee performance evaluations to the Promotional Committee (see D.3 below). All employee materials shall be made part of the Promotion File.

3. The Promotional Committee shall consist of at least four senior or supervisory employees in the Office of Inspector General selected by the Inspector General. The Promotional Committee shall invite the recommended employee(s) before the Promotional Committee to discuss their qualifications. The Promotional Committee shall review the written recommendation letter, resume, and performance evaluations and discuss the qualifications of the recommended employee(s). The recommending supervisor of the employee shall present to the Promotional Committee his/her views on why he or she is recommending the employee for promotion.

4. The Promotional Committee shall meet with the Inspector General to discuss the qualifications of the recommended employee(s). Each member of the Promotional Committee shall state his/her views on each recommended employee and state in writing whether the employee should be promoted to the vacant position. These written opinions shall be made part of the Promotion File. The Inspector General shall make the final decision on who will be promoted.

5. For each promotional decision made by the Office of Inspector General, the Inspector General shall complete a Promotional Decision Form stating the reasons for the promotional decision. This form shall be made part of the Promotion File.

6. As to each promotional decision made by the Office of Inspector General, the employee who has been promoted, the Inspector General, and all Office of Inspector General employees who participated in the evaluation or promotional process shall, under penalties of

perjury and possible loss of employment, sign an affidavit 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. Such affidavits shall be made part of the Promotion File.

7. Within two (2) business days of the promotional decision, the Promotion File shall be forwarded to the Office of Inspector General Hiring Oversight Section for compliance review. The Hiring File shall be reviewed and returned to the Office of Inspector General Administrative Section within 48 hours.

8. Within 30 days of the employee being promoted, the Office of Inspector General shall post on its website or the Department of Human Resources' website the following information: (i) the number of people who were recommended for the position, (ii) the number of people interviewed, and (iii) whether at least two members of the Promotion Committee did not recommend the employee for the position. The information shall remain posted until replaced with the annual data for categories (i) – (iii) along with (iv) a geographical breakdown of the residences of the employees promoted during the year by ward of residence for each year after 2005. Such annual information shall remain so posted for five years.

9. For those employees promoted by the Office of Inspector General, the Promotion File will be maintained by the Office of Inspector General for a period of 10 years unless otherwise required by law. For employees interviewed but not promoted, the Promotion File will be maintained by the Office of Inspector General for a period of 5 years unless otherwise required by law. The Promotion File and other promotion documentation shall remain

confidential within the Office of Inspector General and shall not be disclosed. Nothing in this document shall make the Promotion File or other promotion documentation a public record.

OFFICE OF INSPECTOR GENERAL- SENIOR MANAGER HIRING PROCEDURES

The Office of Inspector General may use these Senior Manager Hiring Procedures to recruit and hire for positions on the Office of Inspector General Senior Manager list. These Senior Manager Hiring Procedures are intended to appropriately preserve discretion and flexibility in the hiring process for certain senior and sensitive positions.

A. Applicability

1. Office of Inspector General Senior Manager Definition. The Office of Inspector General has identified Positions which are classified as Senior Managers. These positions report directly to the Inspector General or report to someone who reports directly to the Inspector General 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. Senior Manager List Maintenance and Modifications. The Office of Inspector General Administrative Section shall maintain a list of Senior Manager Positions. Modifications to the Senior Manager Positions List shall be made by the Inspector General, who shall provide fourteen (14) days prior written notification to the Department of Human Resources and Office of Inspector General Hiring Oversight and, prior to sunset of the Accord, to the Shakman Plaintiffs and the SDM, both of whom may comment on the modifications and make written objections. Impasses shall be resolved as provided in Section II. D of the Accord. All other positions in the Office of Inspector General not on the Office of Inspector General Senior

Manager Positions List must be hired using the procedures detailed in Office of Inspector General- General Positions Hiring section.

B. Methods of Obtaining or Accepting Applications

1. Available Senior Manager Positions shall be advertised and posted, at a minimum, on the Office of Inspector General’s website. The notice (“Notice of Opening”) of available Senior Manager Positions shall remain posted and the application period shall remain open for a minimum of 7 consecutive days and may be extended by posting the extension of the new deadline date as provided above in this section. The Notice of Opening can be posted after an A-Form is requested.

2. The Office of Inspector General may recruit individuals to apply for available positions in order to attract the most highly-qualified, conflict-free candidates.

3. The Notice of Opening shall list the minimum qualifications, a description of the job duties of the position, and requested information all applicants must submit, and shall state that the Office of Inspector General requires that its employees be nonpartisan and free from conflicts of interest.

4. Applications for Senior Manager Positions shall be sent directly to the Office of Inspector General, as specified in the notice. Any applications for Senior Manager Positions received by the Department of Human Resources shall be forwarded to the Office of Inspector General.

5. In order to promote transparency, the Office of Inspector General shall post on its website a list of all Classes that may be filled using the Office of Inspector General Senior Manager Hiring Procedures.

C. Screening Applications and Interviewing

1. The Inspector General or any designee shall review the applications and select

applicants for interview based on minimum qualifications for the applicable Senior Manager Position and any additional written criteria appropriate for the particular position to be filled. Application screening can begin immediately following the position posting.

2. Applicants selected for an interview shall be interviewed by the Inspector General and, if the Inspector General chooses, other senior employees. Interviews can begin immediately following the minimum 7 day open application period.

3. 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. In making its hiring decision, the Office of Inspector General shall consider this information in determining whether the applicant would be able to pursue the mission of the Office of Inspector General without any conflicts of interest.

4. At the discretion of the Inspector General, the application period may remain open during the interview process and up to and including the time at which the applicable Senior Manager Position is filled.

D. Hiring Decision

1. The Inspector General shall make the final hiring decision. The Inspector General shall complete (i) a justification letter that explains the rationale for selecting a Candidate and how the selected Candidate's experience meets minimum qualifications and any other criteria for the Senior Manager Position and (ii) a Hire Certification form. Any other individuals involved in the interview and selection process shall also complete a Hire Certification Form. The justification letter and Certification Forms shall be maintained by the Office of Inspector General

Administrative Section for a period of 10 years.

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

3. Within one week of the hiring decision, the selected hire's name, resume, justification letter, and Hire Certification form(s) shall be forwarded to the Department of Human Resources.

4. Within 30 days of the employee being hired, the Office of Inspector General shall post on its website or the Department of Human Resources' website the following information: (i) the number of people who applied for the Senior Manager position and (ii) the number of people interviewed. The information shall remain posted until replaced with the annual data for categories (i) – (ii) along with (iii) a geographical breakdown of the residences of the employees hired during the year by ward of residence for each year after 2005. Such annual information shall remain so posted for five years.

5. For those Senior Managers hired by the Office of Inspector General, the Hiring File will be maintained by the Office of Inspector General for a period of 10 years unless otherwise ordered by the Court. For Senior Managers interviewed but not hired, the Hiring File will be maintained by the Office of Inspector General for a period of 5 years unless otherwise ordered by the Court. The Hiring File and other hiring documentation shall remain confidential within the Office of Inspector General and shall not be disclosed. Nothing in this document shall make the Hiring File or other hiring documentation a public record.

E. Recordkeeping

The name and Position of each Senior Manager Position hire shall be posted on the Inspector General's website within fourteen (14) days of the hire date and remain posted for a period of three (3) years from the date of hire.

Office of Inspector General Senior Manager List: (18)

First Deputy Inspector General

Deputy Inspector General (4)

Associate General Counsel (2)

Chief Investigator (4)

Chief Assistant Inspector General

Chief of Hiring Oversight

Chief Performance Analyst (4)

Director of Public Affairs