

**Office of Executive Inspector General
Ethics Training & Compliance Division
Position Description
Deputy Director of Ethics Training & Compliance**

Posting Date: March 2, 2015
Posting Close Date: Open until position is filled
Salary Range: \$5,167.00 to \$5,833.50 Monthly

POSITION SUMMARY: Subject to the approval of the Executive Inspector General (EIG) and under the direction of the Director of Ethics Training & Compliance, serves as Deputy Director of Ethics Training & Compliance. The incumbent is responsible for managing key activities of the Office of Executive Inspector General (OEIG) related to its statutory responsibility for the oversight of state employee ethics training under the State Officials and Employees Ethics Act (Ethics Act). That responsibility includes the development of policies and procedures related to ethics training for the approximately 175,000 state employees subject to the OEIG's jurisdiction. Develops written training standards, ethics training course materials, and performs project management duties related to state employee ethics training.

ESSENTIAL RESPONSIBILITIES:

1. Develops, maintains, and communicates administrative policies and procedures to ensure effective and efficient employee ethics training and compliance oversight.
2. Oversees the technical and administrative planning process for annual ethics training. Requests and evaluates the written ethics training implementation plans of each state agency. Conducts or oversees ethics training program team meetings and conference calls as required to ensure proper program management.
3. Prioritizes topics for inclusion in ethics training. Authors and edits ethics training standards and materials in consultation with the Director of Ethics Training and Compliance, the EIG, the Chief of Staff, General Counsel, the Office of the Attorney General, and the Executive Ethics Commission (EEC), consistent with applicable laws, rules, policies, and regulations.
4. In consultation with the Director of Ethics Training & Compliance, reviews and edits proposed ethics training developed by other state agencies, including the state public universities and regional transit boards, to ensure their consistency with the Ethics Act, standards set by the OEIG, and the rules of the EEC.
5. Works with the Department of Central Management Services staff and OEIG vendors to develop and maintain the OEIG's ethics training website, the OEIG learning management system's employee registrant and compliance database in accordance with statutes, regulations, and procedures.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Director of Ethics Training & Compliance

SUBORDINATE POSITIONS: Ethics Training Program Manager

MINIMUM REQUIREMENTS:

- bachelor's degree or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college;

- demonstrated success in project management of an enterprise-wide information technology-based operation, training initiative, or information system;
- ability to interpret the law, policies, rules, and regulations and translate related concepts into training materials and written policies and procedures;
- high personal ethical standards;
- ability to travel in the course of work, including some overnight travel;
- ability to communicate clearly and concisely, orally and in writing, including the ability to prepare and deliver presentations to small or large groups;
- knowledge in the use of common business computing software, including Microsoft Word, Excel, Project, and PowerPoint, and data management software such as Microsoft Access; and
- experience in vendor management and contract negotiation.

DESIREABLE QUALIFICATIONS:

- master's degree or demonstrated knowledge, skill, mental development, and equivalent experience is desirable;
- five years supervisory experience and the ability to manage business processes and human resources through the utilization of performance metrics is desirable;
- certification in project management is desirable;
- knowledge, skills, and abilities related to the subjects of ethics and compliance and the implementation of ethics and compliance initiatives for a large organization is desirable; and
- experience in the instructional design and delivery of "e-learning" and classroom training materials is desirable.

JOB STATUS: Full-time, FLSA exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.;
- standing, reaching, and bending at the waist or bending of the legs; and
- focusing on a computer screen for extended periods of time.

LOCATION: The position is located in our Chicago office at 69 West Washington Street.

HOW TO APPLY:

(The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.