

**Office of Executive Inspector General
Regional Transit Board Division
Position Description
Deputy Chief**

Posting Date: March 5, 2015
Posting Close Date: Open until position is filled
Salary Range: \$5,417.00 to \$6,667.00 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG), and under the direction of the Deputy Inspector General and Chief of Regional Transit Board (DIG & Chief), serves as Deputy Chief. The incumbent is responsible for assisting in the management of investigative personnel and investigations concerning the Regional Transit Boards (RTBs), i.e., the Regional Transportation Authority, the Chicago Transit Authority, Metra, and Pace. Responsible for managing subordinate staff in the timely, accurate, and thorough performance of investigative functions in compliance with applicable laws, rules, and policies. Responsible for the development of investigative strategies and the application of relevant policies and procedures. Directs subordinate investigators to achieve optimal productivity, quality, consistency, timeliness, accuracy, and the appropriate prioritization of work. Ensures that investigative and other reports are well-written, accurate, concise, thorough, and timely through the careful review and editing of his/her own and subordinates' work. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. In collaboration with the DIG & Chief RTB, manages subordinate staff and helps to develop sound investigative plans. Sets priorities as required. Conducts regular team and individual staff meetings to communicate agency directives, objectives, and expectations.
2. Functions as a liaison to the RTBs to assist in facilitating the gathering of information and referral of allegations. Assists with outreach activities for the employees and appointees of the RTBs.
3. Monitors subordinates' work to assess strategy and ensure proper application of policies and procedures, laws, administrative rules, etc.
4. Guides subordinates to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments.
5. Conducts or assists subordinates with investigative interviews. Directs subordinate staff in the resolution of issues that arise during investigations.
6. Reviews investigations to ensure they are conducted in a thorough and complete manner. Requests additional legal research, information, documentation, or investigative work as required.
7. Reviews and edits reports that document investigative activities. Reviews and provides input on investigative reports in order to ensure that they are complete, accurate, and comport with governing laws, rules, and OEIG policies.
8. Assists with managing the use of vehicles and other equipment used by the RTB Division.

9. Assists with coordinating joint investigations and operations with law enforcement and/or state agencies, as required
10. Reviews and provides input to operational reports (e.g., performance metrics reports), including but not limited to investigative status reports.
11. Ensures compliance with all personnel policies, including but not limited to time sheets, attendance records, training initiatives, and professional development.
12. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for all subordinate staff.

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

REPORTS TO: Deputy Inspector General and Chief of RTB Division

SUBORDINATE POSITIONS: Assistant Inspectors General, Investigative Auditors, Investigators, and Administrative Assistants

MINIMUM REQUIREMENTS:

- bachelor's degree in criminal justice, government or public or business administration, or a related area of study, or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college;
- excellent interpersonal, analytical, research, writing, organizational, and communication skills;
- demonstrated ability to manage multiple concurrent priorities;
- high ethical standards and the ability to work with sensitive and confidential materials;
- ability to exercise independent judgment and make sound business and legal decisions effectively;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- ability to handle and resolve ambiguous situations and issues;
- flexibility to work independently and in a team environment; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications.

DESIREABLE QUALIFICATIONS:

- master's degree in criminal justice, public administration or business administration, or graduation from an accredited law school with licensure to practice law in Illinois is desirable;
- minimum of three years of experience addressing ethical, criminal, or employment issues or equivalent is desirable;
- minimum of four years of prior progressive supervisory experience and/or four years experience as an attorney is desirable; and
- ability to effectively lead, coach, and develop an investigative team toward achieving results is desirable.

JOB STATUS: Full-time, FLSA exempt. This position is also 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, teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

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.