

**Office of Executive Inspector General
Division of Investigations
Position Description
Deputy Inspector General - Investigations**

Posting Date: March 29, 2016
Posting Close Date: April 15, 2016
Salary Range: \$4,167.00 to \$7,917.00 monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG) and under direction of the Deputy Inspector General and Chief of Chicago or Springfield Division, serves as Deputy Inspector General - Investigations. The incumbent is 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 subordinates 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 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. Manages subordinate staff, responsible for the development of sound investigative plans. Sets priorities as required. Conducts regular team and individual staff meetings to communicate agency directives, objectives, and expectations.
2. Manages subordinates' work to assess strategy and ensure proper application of policies and procedures, laws, administrative rules, etc.
3. Responsible for and assists with mandatory external data reporting.
4. Reviews, edits, and approves operational reports (e.g., performance metrics), including but not limited to monthly overaged reports, investigative status reports and case logs of assigned and completed investigations, which measure progress of goals and objectives.
5. Responsible for ensuring, independently and through supervisory staff, timely, efficient, thorough, complete, and effective investigations.
6. Reviews and edits final summary reports to ensure that reports are objective, timely, and sound in legal judgment based on investigative findings.
7. Guides subordinates to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments.
8. Collaborates with senior management in the development, implementation, and review of investigative and legal policies and strategies, guidelines, and best practices and in the design, implementation, and management of quality assurance standards as required.
9. Conducts and participates in investigative interviews when appropriate.
10. Ensures timely compliance with all personnel policies, including but not limited to Daily Time Reports, attendance records, training initiatives, and professional development.
11. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for all subordinate staff.

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

REPORTS TO: Deputy Inspector General & Chief of Chicago or Springfield Division

SUBORDINATE POSITIONS (direct): Supervising Investigators, Assistant Inspectors General, Investigators, Senior Paralegal and/or Administrative Assistant

MINIMUM REQUIREMENTS:

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- minimum of five years of experience as an attorney, including experience addressing ethical, criminal, or employment issues or equivalent experience;
- minimum of two years of prior progressive supervisory experience is desirable;
- ability to effectively lead, coach, and develop an investigative team toward achieving results is desirable;
- excellent interpersonal, analytical, research, writing, organizational, presentation, and communication skills;
- demonstrated ability to manage multiple concurrent projects;
- high ethical standards and ability to work with sensitive and confidential materials;
- ability to exercise independent judgment and make sound business and legal decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- flexibility to work independently as well as in a team environment; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and internet applications.

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 includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and 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

**HOW TO APPLY:
(The OEIG is a non-code state agency)**

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

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