Office of Executive Inspector General
Division of Hiring & Employment Monitoring
Position Description
Analyst

Posting Date: September 1, 2016
Posting Close Date: Open until position is filled
Salary Range: $2,917.00 to $6,250.00 Monthly

POSITION SUMMARY: Subject to the direction and supervision of the Director of Division of Hiring & Employment Monitoring and approval of the Executive Inspector General, serves as Analyst for the Office of Executive Inspector General (OEIG) Division of Hiring & Employment Monitoring. The incumbent is responsible for performing a variety of duties pertaining to the OEIG's mandate to ensure that hiring and employment decisions, practices, and programs comport with the law. Responsibilities include, but are not limited to: reviewing hiring and/or employment files; obtaining and analyzing hiring and employment-related information; documenting monitoring activities and results, among other information; and working with State agency staff, among others, in ensuring the integrity of hiring and employment decisions and practices. This position involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES

1. Under supervision, independently, or in a coordinated fashion, reviews hiring and/or employment files, documentation, and actions in order to assess or effectuate compliance.

2. Works with, liaises, and meets with State agency staff, among others, to obtain information and documentation, as well as a detailed understanding of internal protocol, processes and practices.

3. Conducts onsite reviews of documentation and in-person monitoring of interview and selection process.

4. Determines and keeps current on governing State hiring and employment-related statutory and regulatory authority, rules, and policies by, including but not limited to, performing research and attending training sessions.

5. Prepares detailed, written reports and memoranda documenting individual or divisional compliance activities, findings and/or recommendations; participates in divisional reporting activities.

6. Collects, interprets, and evaluates narrative, statistical and other data in order to assess risk regarding employment or hiring-related activities.

7. Assists in monitoring State agency efforts to attain or maintain compliance with remedial recommendations.

8. Identifies issues that may require intra-OEIG referrals for investigation or referrals to other authorities or entities, and participates in discussions regarding opening matters for investigation.

9. Consults with and/or advises agency staff, among others, on hiring or employment-related initiatives and processes; applies governing authority in assessing and explaining same.

10. Performs other duties as required that are reasonably within the scope of the responsibilities enumerated above.

REPORTS TO: Director of Division of Hiring & Employment Monitoring

SUBORDINATE POSITION(S): None

MINIMUM REQUIREMENTS:

- graduation from an accredited college or university with a Bachelor's degree – with coursework in public administration, human relations, labor relations, employment practices, risk management, auditing, or comparable areas of study – supplemented by three years of work experience conducting or participating in compliance monitoring reviews or investigations of programs and processes, or an equivalent combination of education and experience;
- ability to communicate clearly and concisely, both verbally and in writing;
- strong analytical and problem-solving skills, with the abilities to identify and evaluate risks, and propose and help implement remedial recommendations;
- proficiency in Microsoft Office products, including Word, Excel, Outlook and PowerPoint; and
- a valid driver's license and the ability to travel overnight and to remote sites statewide.

DESIRABLE QUALIFICATIONS:

- graduation from an ABA-accredited law school with a juris doctorate degree and admission to the Illinois Bar, or another state bar sharing reciprocity with Illinois;
- professional certification as a fraud examiner, compliance auditor/examiner, or human resources professional; and
- experience working in a government setting, with specialized knowledge of State hiring and employment practices.

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

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 telephone 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 may be based in our Springfield office at 607 East Adams Street and/or in our Chicago Office at 69 West Washington Street.

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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 accommodations to applicants and employees with disabilities.