



Position Description
Chief Risk Officer
Office of the Mayor

**The City of Chicago is an Equal Employment Opportunity
and
Military Friendly Employer**

8-Jan-21

CITY DESCRIPTION

With a workforce of nearly 33,000 people and opportunities in more than 1,300 different job titles and categories, the City of Chicago is the third largest city in the United States. Chicago has one of the world's largest and most diverse and balanced economies (with no single industry employing more than 14% of the workforce). As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city, and to make Chicago the preferred employer of choice for its residents.

THE CITY OF CHICAGO LEADERSHIP

On May 20, 2019, Lori E. Lightfoot became the 56th Mayor of the City of Chicago. Her campaign's call for an ethical and responsive government and opportunities for all Chicagoans resonated in every ward of the city. Mayor Lightfoot carries the watchwords of her campaign into office:

Equity * Diversity & Inclusion * Transparency * Accountability * Transformation

The Office of the Mayor is the central authority for providing the City of Chicago with good governance and equal opportunities for all its citizens.

POSITION OVERVIEW

Chief Risk Officer

The Chief Risk Officer (CRO) is the executive responsible for the development and maintenance of a comprehensive risk management strategy for the City of Chicago to protect the assets, operations, and employees of the City, and to review such risk management strategy and make adjustments as necessary. The CRO will enhance and implement the enterprise risk management strategy, and assist all city departments and sister agencies in developing a management plan for identifying, achieving, and maintaining acceptable loss levels and for treating and financing exposure to such loss.

The CRO will implement and utilize a variety of systems to assess, monitor and report on risk, and will engage with public and private agencies and organizations and conduct joint investigation into and research on methods for identifying areas of risk exposure, methods of risk avoidance and reduction, and methods for addressing exposure that cannot be avoided or reduced.

The CRO plays a central role within the Office of the Mayor and is a member of the Mayor's cabinet.

It is anticipated that the CRO will begin employment in the Spring of 2021.

RESPONSIBILITIES

- Overall responsibility for the design, implementation, and effectiveness of an execution-focused, disciplined Enterprise Risk Management (“ERM”) program that includes public safety, infrastructure, social service, regulatory, and financial departments.
- Overseeing processes to identify, assess, prioritize, respond, and monitor risks that may affect departments, programs, services, and operations so they are managed within acceptable risk tolerance levels.
- Implementing and facilitating an ERM governance structure that escalates the city’s risks to the appropriate level for decision-making and responsibility.
- Working in partnership with city leadership and other stakeholders to ensure they are held accountable to implement risk responses and report on risk exposure.
- Integrate risk management with other city departments and capabilities to optimize the documentation, analysis, and application of risk data.
- Working in partnership with city leadership and other stakeholders to create and sustain a risk culture that reflects shared values, goals, and practices.
- Working in partnership with city departments to maintain and update continuity of operation plans.
- Serving as a technical resource for city departments on risk-related matters.
- Maintaining a thorough understanding of, and keeping abreast of developments in, local, state, and federal laws that impose compliance obligations on the city.
- Collaborating with other city personnel in interpreting laws/regulations/policies and developing a strategy to follow such laws/regulations/policies.
- Mentoring risk champions and risk professionals throughout city government on their work, management activities, and career development goals.
- Driving operational efficiencies by setting measurable goals and working on leveraging and deploying new and existing technologies (such as a Risk Management Information System) to improve efficiencies in risk management programs across city government.
- Preparing materials and making presentations to the Mayor, City Council, city leadership, and other stakeholders as requested.

POSITION REQUIREMENTS

- 10+ years’ risk management or an equivalent combination of education and experience, preferably in government, higher education or a large, operationally diverse company.
- Experience managing risk teams in diverse, complex environments.
- Strong analytical and communication skills – written, verbal, and presentation.
- Extensive experience working collaboratively with diverse stakeholders.
- Strong attention to detail.
- Appropriate level of assertiveness, maturity and guidance to effectively project the stature and importance of the risk management function across city government while engaging with senior city officials and stakeholders.
- Superior judgment and rigor in relation to problem solving and appropriate escalation of issues.
- Demonstrated ability to work efficiently and independently, prioritize workflow, meet demanding deadlines, and manage multi-faceted projects in a fast-moving environment.

SELECTION PROCESS

This is an appointed position, exempt from the Shakman decrees.

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152- 050 of the City of Chicago Municipal Code. Proof of residency will be required.

8-Jan-21

To apply, please submit a cover letter and resume to Anne.Sheahan@cityofchicago.org no later than February 12, 2021.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

COMPENSATION AND BENEFITS

The selected candidate will receive a competitive annual salary commensurate to his/her experience and qualifications, as well as a program of benefits that allows employees to choose the benefits that meet their specific needs. The benefits package includes:

Vacation Policy

- Employees begin earning vacation time during their first month of work
- Employees earn 13 vacation days a year for first five years; 18 vacation days after 6 years; 23 vacation days after 14 years; 24 vacation days after 24 years and 25 vacation days after 25 years
- Employees given one personal day a year

Sick Time

- Employees earn one day of sick time per month beginning the first day of the month following an individual's start date

Paid Leave

- A mother receives 4 weeks paid maternity leave for a non-surgical delivery and 6 weeks paid leave for a surgical delivery
- A spouse or domestic partner of the birth mother receives 2 weeks paid parental leave
- An employee, spouse, or domestic partner receive 2 weeks paid parental leave for the adoption of a child

Paid Holidays

- Employees are provided 12 paid holidays throughout the year

Pension

- City of Chicago offers its employees a Pension for retirement

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City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Acting Commissioner

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