



## NOTICE OF JOB OPPORTUNITY

### ***Deputy Commissioner of Compliance*** **Mayor's Office for People with Disabilities (MOPD)**

Annual Salary: \$115,656.00

#### **Organization Description:**

With a workforce of over 33,000 people, and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third-largest city in the United States and has one of the world's largest and most diversified and balanced economies, not being dependent on anyone industry, 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 preferred employer of choice for all its residents.

**Department Mission:** MOPD works to make Chicago the most accessible city in the nation, and provides services to over 600,000 Chicagoans with disabilities. MOPD programs include disability services, training, legal compliance, and policy.

**Accessibility Compliance Unit (ACU):** This team is responsible for evaluating architectural, physical and program accessibility in the City of Chicago, and reviews all requests that are submitted to MOPD for review. ACU's purview includes the city-wide Title II Self-Evaluation and Transition plan; ACU has determined it is a priority to update the Transition Plan.

#### **Key functions of role of the Deputy Commissioner of Compliance include:**

- Lead the Title II Self-Evaluation and Transition Plan to completion
- Supervise the ACU unit staff, comprised of an Architect, Building Inspector and Personal Computer operator
- Work collaboratively and cooperatively with internal and external partners, including other City departments, internal and external partners and organizations on reviewing and advising on accessibility compliance
- Effectively communicate accessibility guidelines to internal and external stakeholders
- Keep up to date on all accessibility laws and regulations, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and any/all state and local laws.

#### **Minimum Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree.
- Working knowledge of the Americans with Disabilities Act (ADA) and accessibility requirements at the federal, state and local level
- Experience in disability and accessibility compliance
- Demonstrated project management experience including successful completion of goals, timelines and outcomes

- Demonstrated ability to work collaboratively and cooperatively with internal and external partners
- Preferred: professional degree in law, architecture or other related field
- Preferred: 5+ years demonstrated work experience in accessibility compliance
- Preferred: Experience with Title II Self Evaluation and Transition Plans
- Preferred: Experience in analyzing and interpreting complex building code policies
- Understanding of political and city government rules and regulations
- Supervisory experience of staff and in building successful teams
- Experience presenting to a variety of audiences, about technical and general topics related to accessibility
- Excellent communication skills including in conveying complex concepts to others and in writing

**NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class. To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. You must provide your transcripts or diploma, professional license, or training certificates at the time of processing. A background investigation will be completed on the candidate selected for this position.

#### **Residency Requirement**

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

#### **Application & Selection Process:**

The Deputy Commissioner position is a **Shakman Exempt** position. Additional supporting information concerning employment with the City of Chicago may be found at: <https://www.chicago.gov/city/en/depts/dhr.html>

To apply, send your resume and cover letter by e-mail to:

Christina McGleam  
 Assistant to the Commissioner  
 Mayor's Office for People with Disabilities  
[Christina.McGleam@cityofchicago.org](mailto:Christina.McGleam@cityofchicago.org)

Applicants with disabilities should contact the City's Disability Officer at 312-744-4969 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org) if they would like to request a reasonable accommodation in order to participate in the hiring process.

#### **Compensation & Benefits:**

Annual Salary: \$115,656.00

The selected candidate will receive an annual salary as well as an excellent program of benefits that allow employees to choose the benefits that meet their specific needs:

The package includes

- **Vacation Policy**
  - Employees begin earning vacation time during their first month of work

- Employees earn 13 vacation days a year for the 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 are 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**
  - The City gives all of its employees 12 paid holidays throughout the year
- **Pension**
  - City of Chicago offers its employees a Pension for retirement

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Chicago Commission on Human Relations at 312-744-4111 or send an email to [cchr@cityofchicago.org](mailto:cchr@cityofchicago.org). For more information, go to: <https://www.cityofchicago.org/city/en/depts/cchr.html>

**This position is open to the general public.**