



City of Chicago | Mayor Lori E. Lightfoot



Position Description

The City of Chicago is an Equal Opportunity Employer

Managing Deputy Comptroller

Department of Finance,

Bureau of Financial Strategies and Operations

THE CITY OF CHICAGO

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

THE OPPORTUNITY

As the principal revenue, payroll and benefits administrative agency for the City of Chicago, the **Department of Finance** (DOF) provides effective and efficient management of the City's financial resources. It is responsible for the collection and disbursement of City revenues and all funds required to be in the custody of the City Treasurer.

One of the cornerstones on which a city's health rests, and a city's future is built, is its finances. The DOF works to ensure a strong financial foundation for the City of Chicago and its residents. DOF's core mission includes collecting revenues, paying bills, administering payroll and benefits to City employees, risk management and preparing the City's financial statements, among other duties.

The City Comptroller is seeking a highly collaborative team player with a resilient work ethic and a healthcare policy and administration, business process, or risk management background to serve as **Managing Deputy Comptroller** in the Bureau of Financial Strategies and Operations. The role of the Managing Deputy Comptroller is to plan, direct and administer the City's health care and benefits programs, risk management, accounts payable and payroll operations. In addition, the Managing Deputy Comptroller oversees the City's workers' compensation program, which is administered by a third-party administrator. The position reports to the First Deputy Comptroller in the DOF.

It is anticipated that the **Managing Deputy Comptroller** will begin employment in the DOF this Winter.

KEY RESPONSIBILITIES

- Supervises five divisions with staff of 75, including two deputy comptrollers, the City's Benefits Manager, the City's Risk Manager and the Director of Workers' Compensation.
- Manages the City of Chicago benefit plans covering approximately 120,000 individuals with an annual budget of over \$500 million; procures and negotiates contracts with medical, vision, dental, life insurance, prescription drug, long-term disability and deferred compensation providers.
- Manages and oversees the implementation of policies, procedures, and work standards for the City's Workers' Compensation Program pursuant to Illinois Workers' Compensation Act and applicable laws; assesses and continuously monitors the cost effectiveness of the program and identifies inefficiencies and recommends process improvements.
- Manages the team responsible for processing, auditing, and scheduling of all City vendor payments (i.e. accounts payable operations).
- Responsible for payment of all wages, salaries, and supplemental pay for over 33,000 City employees subject to more than 40 separate collective bargaining agreements, each with its own work rules.
- Ensures compliance with all federal, state, and local regulations regarding proper disbursement of City funds.
- Negotiates property and casualty insurance for diverse risks and authorizes purchase of all lines of coverage. Reviews insurance provisions for City contracts and approves additional coverage needs.
- Ensures that internal controls are robust, effective and enforced; updates and/or implements new controls to maintain an effective internal control framework.
- Drives design and implementation of IT required for effective and efficient administration of the Bureau of Financial Strategies and Operations including, but not limited to health care and benefit administration, payment of all City invoices, and payroll processing for more than 33,000 City employees.
- Develops and maintains a cohesive, talented and motivated team in each of the divisions.
- Works cross-functionally with senior leadership team with domain expertise (such as IT, Mayor's Office, Internal Audit, Human Resources, Procurement, Law) and with operational responsibility (such as Accounting and Financial Reporting and Revenue Services and Operations).

SPECIFIC RESPONSIBILITIES

- Serves as a strategic planner and policy advisor to the Comptroller on policy initiatives, with capacity to analyze Federal and State laws regarding healthcare

and risk management.

- Plans and directs major department-wide projects and administrative operations, establishes project objectives and timelines to ensure assignments are completed proficiently and expeditiously, and evaluates departmental operations and oversees the development and modification of work standards, policies and procedures to improve operations and address areas of deficiencies.
- Represents the Comptroller at meetings with City officials, governmental agencies and project consultants, and communicates project goals to managers, the general public and outside agencies.
- Oversees the conduct of research to gather information on proposed initiatives and special projects, analyzes research findings, and directs the preparation of reports and the presentation of recommendations to the Comptroller.
- Provides technical assistance and serves as liaison to departmental managers and private consultants involved in program planning and implementation, directs the compilation of comprehensive operations and administrative reports for the department, and coordinates and directs staff training and development activities.

POSITION REQUIREMENTS

Minimum Qualifications include:

- Graduation from an accredited college or university with a bachelor's degree in Business or Public Administration, or a directly related field. MBA or Master's in Public Policy preferred.
- A minimum of ten years in private or public sector.
- Extensive experience in healthcare policy and administration, risk management business processes, payroll and accounts payable operations, or workers' compensation administration
- A minimum of 5 years supervisory/managerial experience.

Preferred Qualifications include:

- Self-directed, solutions-oriented, multi-tasker; strong communication and organizational skills; ability to work under pressure and tight deadlines.
- Adept at managing peak work periods and changing circumstances; tenacious in meeting deadlines.
- Ability to work collaboratively across departments and be responsive to internal and external inquiries; technical knowledge pertaining to division operations.

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.

To apply, please submit a cover letter and resume to ramona.hallihan@cityofchicago.org no later than **November 1, 2020**.

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

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

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Acting Commissioner