



Code: 1183

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical and Mercantile

Series: Budget and Procedure Analysis

CLASS TITLE: FIELD ANALYST

CHARACTERISTICS OF THE CLASS

Under supervision, the class works within the Department of Procurement Services' Certification and Compliance Division performing site visits of business establishments to verify and monitor compliance requirements with: Minority-owned, Women-owned and Disadvantaged business enterprise (M/W/DBE), applicable municipal, state and federal laws and other diversity supplier certification programs, and performs related duties as required

ESSENTIAL DUTIES

- Travels to business establishments and job sites (e.g., construction sites, warehouses, storage facilities, etc.) of contractors, sub-contractors, and vendors to assist in the determination of initial or continued program participation of department certification programs
- Interviews business owners, subcontractors and employees and asks appropriate questions to gather information necessary to determine the functionality, legitimacy and appropriateness of a business and examines the physical premises, equipment, inventory, and day-to-day operations of a firm
- Examines and canvasses job sites to ensure that contractors and their employees are physically present and accounted for at their designated work locations
- Utilizes a certification and compliance checklist to document findings and record interview responses and statements
- Analyzes data and information obtained during site visits, compares against contract and compliance documents (e.g., certification/compliance regulations, program applications, contractor compliance goals, etc.) and identifies areas of compliance and deficiencies
- Prepares comprehensive narrative and statistical reports detailing findings at site visits and documents all areas of concerns or inconsistencies
- Works closely with Certification/Compliance Officers assisting in providing recommendations for vendor utilization and compliance
- Conducts follow-up site visits to ensure non-compliance issues were corrected
- Utilizes a computerized system to track and maintain records of site visits, correspondence and related documentation
- Responds to questions from business establishments regarding applicable certification program requirements

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience in program auditing/monitoring work, **OR** work involving fact finding analysis and investigative research and reporting, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- General office environment
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery, construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Photographic, video and audio equipment

PHYSICAL REQUIREMENTS

- Ability to access construction sites with uneven terrain and multi-level buildings including warehouses and storage facilities

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *geographical locations within the City
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
 - RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2013