CLASS TITLE: ASSISTANT COMPLIANCE OFFICER

CHARACTERISTICS OF THE CLASS
Under supervision, the class performs professional compliance reviews of city programs and processes to ensure adherence with local, state and federal requirements, and performs related duties as required.

ESSENTIAL DUTIES
- Receives, investigates and responds to less complex allegations of compliance violations to ensure city programs and processes adhere with governmental policies and regulations relative to hiring and employment actions including compliance with the Shakman Accord and the various Hiring Plans.
- Assists in researching best practices and making recommendations to establish and modify policies and procedures relative to compliance activities.
- Interprets basic compliance ordinances and guidelines and participates in advising operating departments on new or modified procedures and practices.
- Prepares narrative and statistical reports on assigned cases.
- Testifies concerning case findings.
- Participates in special compliance investigation projects, as required.

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
- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Education or a directly related field, plus two years of professional work experience in the investigation or compliance monitoring of programs and processes, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications
- None

WORKING CONDITIONS
- General office environment

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, scanner)

PHYSICAL REQUIREMENTS
- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Some knowledge of:
- *applicable federal, state, local laws, statutes, regulations, and guidelines
- *investigative analysis methods, practices and procedures
• *applicable computer software packages and applications
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills
• *ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *LEARNING STRATEGIES – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
• *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions and choose the most appropriate one

Abilities
• COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
• COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
• SPEAK – Communicate information and ideas in speaking so others will understand
• 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

Other Work Requirements
• INITIATIVE – Demonstrate willingness to take on job challenges
• DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
• ADAPTABILITY / FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

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.