



Department of Human Resources

George Arteaga, Commissioner
121 N. LaSalle Street, Suite 1100
Chicago, IL 60602
Phone: (312) 744-8395
Email: george.arteaga@ex.cityofchicago.org

Central Purpose

- Establish and maintain the City of Chicago's human resources policies
- Ensure a fair and equitable hiring process that complies with the City's Hiring Plan
- Work with City departments to develop efficient and equitable human resources practices
- Develop programs to recruit and retain a talented, experienced, professional and diverse workforce, and establish uniform employee performance standards
- Develop and maintain fair and systematic application and promotional testing processes
- Manage a citywide classification and compensation system that ensures equitable pay and comprehensive job analysis
- Oversee programs related to the adherence to employment laws, regulations and City policies which relate to sexual harassment, violence in the workplace, discrimination and discriminatory harassment

Key Facts

The Department of Human Resources recruits, hires and develops the City's workforce. The department maintains the City's classification and pay plans, which determine the qualifications needed and rates of pay granted for each position in the City. The department audits these periodically or upon request, to ensure departments are able to hire and promote employees in accordance with their staffing needs. The city posts jobs and accepts applications through an online system which streamlines the process for the city and for applicants. It has also helped the City reach a wide audience, and attract a large and diverse pool of qualified candidates.



Critical Programs/Services to Assist Residents

Veterans Outreach

In September 2010, DHR established an initiative to reach out to veterans groups to increase awareness about City of Chicago employment programs available to them. Since then, over 3,000 vets have applied for positions. 1,156 veterans are currently on the Police Officer referral list from the test given in December 2010.

Outreach to People with Disabilities

Along similar lines as our outreach to veterans, outreach efforts are ongoing for individuals with physical disabilities to ensure that they are aware of City of Chicago job opportunities, and have access to and, when needed, assistance in completing applications.

Job Fairs

DHR attends job fairs throughout the year at colleges and universities, as well as those sponsored by community, civic and professional organizations. Our aim is to increase awareness of job and internship opportunities.

Professional Job Search Sites

DHR makes use of professional job search engines to promote employment opportunities within the City of Chicago. This ensures that we reach a wide and diverse pool of candidates, and attract the most qualified individuals.

Police and Fire Hiring Integration with TALEO Application and Hiring System

In an effort to attract a wider group of candidates, make the application process more user friendly and increase transparency DHR is maximizing the use of the TALEO application and hiring system. DHR will integrate Police and Fire application processes into this user-friendly automated system to enable applicants for those positions to apply the same way individuals do for other city positions.

Employees

Full Time Positions	Amount
	79

2011 Budget

Fund	Amount
Corporate Fund	\$5,471,659
Water Fund	\$184,700
Chicago O'Hare Airport Fund	\$205,993
Chicago Midway Airport Fund	\$52,548
TOTAL	\$5,914,900

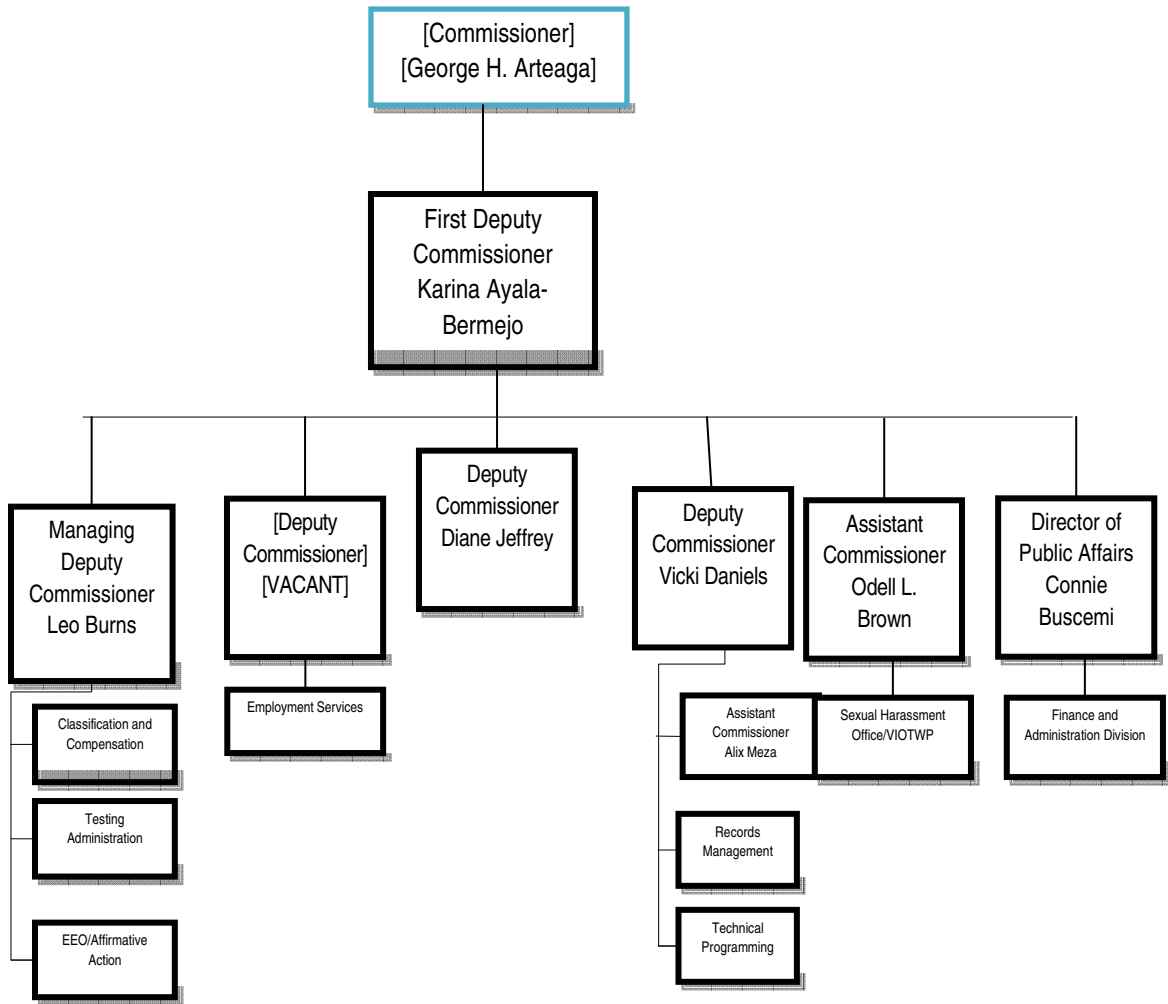
Significant Dates

Event	Date
Police Entrance Exam Referral List	2/11
Fire Battalion Chief Exam	7/11
Affirmative Action Plan	7/11
Fire Paramedic Exam	8/11
Fire Ambulance Commander Exam	8/11
Fire Engineer Exam	12/11

Major Contracts

Project	Term
Master Consulting Agreement, Human Resource Services	12/31/12
Taleo Corporation Hiring On-boarding Software System	2/28/12
Cambridge Integrated Unemployment Claims Insurance Manager	12/31/13
Accurate Inc. Background Checking Services	9/16/15

Organizational Chart



Facility Locations

Location	Address	Suite	Zip	Phone	Hours
City Hall (Main Office)	121 N. LaSalle	1100	60602	744-4968	8:30 – 4:30 (M-F)
City Hall (Service Center)	121 N. LaSalle	100	60602	744-4976	8:30 – 4:30 (M-F)
DePaul Center (Employee Assistant Program)	333 S. State St.	210	60604	747-0399	8:30 – 4:30 (M-F)

Unions Representing Department Employees

Unions
AFSCME