

## **CIVILIAN OFFICE OF POLICE ACCOUNTABILITY**

### **BID/JOB ANNOUNCEMENT**

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES UNION (AFSCME)

**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON**

**THE BID ONLY SITE AT: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)**

**(Once the website opens, scroll down and click on the button titled "Bid Opportunities.")**

**IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE NUMBER AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER."**

**(NO OTHER FORMAT OR SYSTEM CAN BE USED TO GET YOUR EMPLOYEE NUMBER).**

**FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX; ENTER YOUR EMPLOYEE NUMBER, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**

### **ADMINISTRATIVE SERVICES OFFICER I**

#### **DUTIES:**

- Acts as a personnel officer, administering personnel programs and personnel processing operations, maintaining employee personnel records, and interpreting personnel policies and procedures to employees.
- Works with managers to coordinate the interviewing, hiring, and processing of departmental employees.
- Prepares and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g., appointments, promotions, separations, leaves of absence, accidents, medical and drug screens, other personnel transactions).
- Maintains and supervises staff maintaining timekeeping records and preparing and processing payrolls.
- Provides information and responds to employee inquiries regarding benefits, pay, and personnel programs and processes.
- Provides new employee orientation and coordinates training and staff development activities.
- Interprets and explains personnel policies and procedures to managers and supervisors.
- Acts as liaison with other City departments regarding the processing of personnel and payroll actions and the administration of personnel programs.
- Coordinates work efforts with the Department of Human Resources on matters relating to classification, recruitment, employee selection and hiring procedures, and other areas of personnel administration.
- Monitors and participates in the processing of employee grievances and disciplinary cases.
- Prepares reports regarding overtime, staffing, and personnel activities for management review.
- Assists in annual budget preparation by providing staffing and payroll cost information, as required.
- Processes and monitors unit's expenditures and maintains related budgetary records (e.g., tuition reimbursements, mileage checks, jury duty checks, petty cash reconciliation, purchase of supplies).
- Performs related duties as required.

**Department:** Civilian Office of Police Accountability (COPA)  
**Address:** 1615 W. Chicago Ave, 4<sup>th</sup> floor, Chicago, IL 60622  
**Hours:** 8:30 AM to 4:30 PM

### **THIS POSITION IS IN THE CAREER SERVICE**

Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus one year of professional Human Resources experience, or an equivalent combination of education, training and experience.

**Disclaimer** - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**NOTE:** This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

#### **Preference will be given to candidates possessing the following:**

Previous work experience with time keeping software  
Previous work experience using Human Resources databases (such as Oracle, PeopleSoft, etc.)  
Previous work experience working with budgets  
Previous work experience using Microsoft Office suite (i.e., Excel, Word, etc.)  
Possession of a valid driver's license

**NOTE: A copy of your official transcripts, licenses, valid U.S. Driver's License or training certificates will be required at time of processing, if applicable.**

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired

**Application Instructions:** Interested applicants should apply at the City of Chicago's application website: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official

stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference**

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

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

**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.**

**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**

**Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted until 11:59 pm CST on June 10, 2020. No exceptions will be made.**

**City of Chicago**  
Lori Lightfoot, Mayor

**Department of Human Resources**  
Soo Choi, Commissioner