



Deputy Commissioner - Policy **DEPARTMENT OF HUMAN RESOURCES**

Number of Positions: 1
Starting Salary: \$135,084

Under the direction of the Commissioner of Human Resources, the Deputy of Employment Policy, analyzes, interprets, revises and creates HR policies. Serves as in-house expert on City of Chicago employment law. The Deputy would align with applicable laws, regulations and best practices to develop and/or amend existing internal policies based on subject matter research. Serves as point of contact answering inquiries from internal departments, employees and external agencies on key policies. Compiles all employment law policies and maintains an electronic database of current and historical policies for reference. Conducts the research of existing or impending employment laws affecting City of Chicago government. Serves as the liaison between the Department of Human Resources and the Department of Law to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration. May perform other duties as assigned.

ESSENTIAL DUTIES

- Develops, manages and evaluates City of Chicago policy activities and initiatives in relation to employment law mandates.
- Maintains working knowledge of significant or potential employment law developments and identifies their impact on current City of Chicago policies.
- Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame.
- Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources/Labor topics.
- Oversees Department FOIA response.
- Researches and analyzes changes in laws and drafts internal policies based on findings.

MINIMUM QUALIFICATIONS

This is an appointed position, exempt from the Shakman decree

- Graduation from an American Bar Association (ABA) accredited law school, plus five (5) years of work experience in employment law.
- Two (2) years of supervisory experience

THIS POSITION IS SHAKMAN EXEMPT

SALARY:

This position is compensated based on the X salary schedule on grade 32. The first step for this position is \$135,084.00.

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>



SELECTION REQUIREMENTS:

Interested applicants can submit a resume and cover letter for consideration to Iris O'Donnell via email: iris.o'donnell@cityofchicago.org

This posting is for internal and external applicants. Applications will be accepted until the position is filled.

RESIDENCY REQUIREMENT:

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

REASONABLE ACCOMMODATION:

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.

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

City of Chicago

Brandon Johnson, *Mayor*

Office of Budget & Management

Annette Guzman, *Budget Director*

Department of Human Resources

Sandra Blakemore, *Commissioner*