



CITY OF CHICAGO

POSTING OPENS: FRIDAY, MAY 23, 2014

POSTING CLOSURES: SATURDAY, JUNE 28, 2014

JOB ANNOUNCEMENT

JOB TITLE: MANAGING DEPUTY COMPTROLLER TC 9653

DESCRIPTION

FINANCE DEPARTMENT

Number of Positions: 1

Salary Range: \$120,000.00 - \$127,000.00

Location: City Hall

Address: 121 N. LaSalle, 7th

Days Off: Saturday and Sunday

Hours: 8:30 a.m. – 4:30 p.m.

The Managing Deputy Comptroller (reporting to the Comptroller of the City of Chicago) plans, directs and administers the City's health care and benefits programs, risk management and finance operations, including accounts payable and payroll. Supervises 4 Department of Finance Divisions with staff of 85, including 2 Deputy Comptrollers, the City's Benefits Manager, and the City's Risk Manager.

- Manages the City of Chicago benefit plans covering approximately 120,000 lives; negotiate contracts with medical, vision, dental, life insurance prescription drug, long term disability and deferred compensation providers
- Manages the team responsible for processing, auditing, and scheduling of all City vendor payments; responsible for payment of all wages, salaries and supplemental pay for over 33,000 City employees
- Ensures compliance with all federal and state regulations regarding proper disbursement of City funds
- Negotiates property and casualty insurance for diverse risks and authorize purchase of all lines of coverage; reviews insurance provisions for City contracts and approves additional coverage needs
- Ensures that internal controls are robust, effective and respected; updates and/or implements new controls to maintain an effective internal control framework
- Drives design and implementation of IT required for health care and benefit administration, payments of all City invoices and payroll processing for more than 33,000 City employees subject to more than 40 separate collective bargaining agreements, each with its own work rules
- Develops and maintains a cohesive, talented and motivated team in each of the divisions

- Works cross-functionally with senior leadership team with domain expertise (such as IT, Internal Audit, HR, Procurement) and with operational responsibility (such as Accounting and Financial Reporting, Revenue Services and Operations)

Essential Duties:

- Serves as a strategic planner and policy advisor to the Comptroller on policy initiatives, with capacity to analyze Federal and State laws regarding Healthcare and Risk Management
- Plans and directs major department-wide projects and administrative operations, establishes project objectives and time lines to ensure assignments are completed proficiently and expeditiously, and evaluates departmental operations and oversees the development and modification of work standards, policies and procedures to improve operations and address areas of deficiencies
- Represents the Comptroller at meetings with city officials, governmental agencies and project consultants, and communicates project goals to managers, the general public and outside agencies
- Oversees the conduct of research to gather information on proposed initiatives and special projects, analyzes research findings, and directs the preparation of reports and the presentation of recommendations to the department head
- Provides technical assistance and serves as liaison to departmental managers and private consultants involved in program planning and implementation, directs the compilation of comprehensive operations and administrative reports for the department, and coordinates and directs staff training and development activities.

Education:

Bachelor's degree in Business, Public Administration, or directly related field from an accredited college or university. Ten years of private or public sector work experience involving Healthcare policy and administration, or logistics, business process, or audit. Plus 5 years of supervisory/managerial experience related to the duties of the job.

MBA or Master's in Public Policy preferred.

Desirable Knowledge & Skills:

Self-directed, solutions-oriented, multi-tasker, with strong communications and organizational skills; ability to work under pressure; ability to handle tight deadlines; adept at managing peak work periods and changing circumstances; tenacious in meeting deadlines; ability to work collaboratively across departments and be responsive to internal and external inquiries; technical knowledge pertaining to division operations

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.

THIS POSITION IS SHAKMAN EXEMPT.

APPLICATION PROCESS:

Please submit your resume and college degree and/or transcripts (unofficial transcripts are accepted) to the following:

**Shalanda Hedrick
Director of Personnel Policy & Utilization
City of Chicago, Department of Finance
333 S. State Street, Room 310
Chicago, IL 60604
Shalanda.hedrick@cityofchicago.org**

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: An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

City of Chicago is an Equal Opportunity and Military Friendly Employer

**City of Chicago
Rahm Emanuel, Mayor**

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