

Senior Manager Yes No
 Shakman Exempt Position Yes No

CITY of CHICAGO
 Department of Human Resources

(For DHR Use Only)

Date: 9/25/2019Reinstatement Yes NoRequest # 054-2019-028Department 054- DEPARTMENT OF PLANNING AND DEVELOPMENTBureau 054-4011 LEG AFFAIRS / SPECIAL PROJECTSStart Date 30-SEP-19No. of Positions Requested 1 Months Vacant to Date _____

Salvage to Date _____

Position Description DEPUTY COMMISSIONER

Changeable to:			Div	Sect.	Sub Sect.	Title Code	Barg. Unit	Status	Budgeted Pay Rate	Class Gr.	Payroll Number	Starting Pay Rate	
Fund	Dept	Org										Monthly Amount	Annual Amount
0100	054	1005	2005	3035	4011	9679	09		123,600	EX 9679		10,300	123,600

Please justify in detail the need for filling this vacancy.

Appointing John Arena to Deputy Commissioner with a starting salary of \$123,996 effective September 30, 2019.

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Is this a supervisory or managerial position? Yes No
 2. Is this a revenue producing position? Yes No
 3. Are you requesting EMERGENCY HIRING? Yes No
 4. Has this position previously been approved? Yes No
 (If Yes) Date: _____ Previous Request # _____
 Dept. Contact: amy henry Telephone # 4-6330

Comments:

Signature of Department Head: _____

Date: _____

Signature of O.B.M.: _____

WIECZOREK, SUSAN MDate: 9/27/2019Funding Approved: Yes No

Signature of D.H.R.: _____

MEZA, ALIXDate: 9/27/2019Approved: Yes No

Signature for Shakman Exempt Position: _____

OWEN, CHRISTOPHER KDate: 9/27/2019Approved: Yes No**FOR DHR USE ONLY EMERGENCY HIRING** 1. No request made. 2. Request denied. 3. Request approved.

Signature of DHR Shakman Compliance Officer: _____

To: OBM

Date Received by D.H.R.: _____

PER 62A (Rev. 87)

CITY of CHICAGO
Department of Human Resources

(For DHR Use Only)

Date: 9/25/2019

Request # 054-2019-028

Department 054- DEPARTMENT OF PLANNING AND DEVELOPMEN

Position Title DEPUTY COMMISSIONER

Title Code 9679

No. of Positions Required 1

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Are you requesting any variation from the pre-established screening criteria? Yes No
2. Are you requesting any variation from the pre-established hiring criteria? Yes No

QUALIFYING SCREENING CRITERIA

1. _____

CERTIFICATION SCREENING CRITERIA

Weight

2 - Major Consideration
1 - Minor Consideration

1. _____

HIRING CRITERIA

Note: If alternative screening or hiring criteria are requested, please attach sheets noting justification and weight for each.

Weight

2 - Major Consideration
1 - Minor Consideration

1. _____

Signature of Department Head: _____

Date: _____

Department Contact: amy henry

Telephone Number: 4-6330

For DOP Use Only

SCREENING CRITERIA: 1. No variations requested 2. Requested & denied 3. Requested & approved ENTER _____

HIRING CRITERIA: 1. No variations requested 2. Requested & denied 3. Requested & approved ENTER _____

Signature of DOP Shakman Compliance Officer (3 only): _____