



Memorandum

To: Peter Neumer, Inspector General
Office of the Inspector General

From: Joan Coogan, Chief of Staff

Cc: Rosa Escareno, Superintendent and CEO
Argentene Hrysikos, Director of Human Resources

Date: May 24, 2024

Re: OIG Case No. 23-Q4 -0578

The OIG, in its role as the Compliance Monitor, is authorized to receive and investigate complaints of alleged violations of the District's Employment Plan (Plan) and audit compliance with the Plan. In Case No. 23-Q4 -0578, the OIG reports a failure to comply with a provision of the Plan following a "self-initiated complaint." This memo serves as the required management response from the Superintendent upon an OIG finding of non-compliance with the Plan.

Section V(E) of the Plan states that job descriptions for each Park District job title must be publicly posted on the District's website. The OIG states that it has determined that the District is not presently in compliance with this provision, and recommends that the Human Resources Department (HR) take steps to come into compliance with this provision of the Plan. The OIG has also noted that complying with Section V(E) as currently provided "will likely require material technological and personnel resources to complete, the OIG understands that the Park District may require more than 30 days to carry out this recommendation."

Along with posting notices of hiring for currently open positions, the posting of other job titles and descriptions serves to promote interest in, and provide easy public access to, potential possibilities of employment with the Park District. There is a wide range of types of positions filled or vacant at any given time, everything from recreation related jobs to facilities management, to landscape and horticulture, to financial, budget and asset management to communications and much more. Full time Park District jobs come with competitive benefits including a pension, a comprehensive health care plan and a progressive parental leave policy. What may be most helpful to the public interested in knowing what sorts of positions are available from time to time is to post descriptions of those positions that are among the most

numerous across all major areas of Park District activity and are currently budgeted rather than post each position for which a job description exists. There is not necessarily a current process to eliminate or sunset job descriptions, and so many more exist than are typically filled year to year. Because certain positions may not have been budgeted for any number of years, their existence is irrelevant to an inquiry about what jobs might be available now or in the near future, and therefore of questionable informational value to the public. Posting all existing job descriptions would likely lead to a misunderstanding as to job titles likely to be filled.

As has been noted by the OIG in several recent findings of non-compliance with the Plan including in this case, there is an ongoing collaborative review of the Plan (first adopted in 2014 and not revised since then) between HR and the OIG to update it as needed to make sure it serves the purposes of fair processes and transparency in all personnel matters as envisioned by the initial adoption of the Plan. At the same time, it is also important to determine whether an unintended consequence of the Plan is that it unnecessarily causes resources of personnel time, effort and expense to be devoted to compliance with certain provisions that do not actually further the overall goals of the Plan. This review effort is still underway, and Section (V) is one of the those expected to be considered for revision.