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**MEMORANDUM TO FILE**  
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**DATE:** SEPTEMBER 14, 2007  
**TO:** LORI HEALY, MARA GEORGES, JACQUELINE KING, DAVID HOFFMAN  
**FROM:** NOELLE BRENNAN  
**RE:** MOSE SPECIAL EVENTS COORDINATOR II HIRE SEQUENCE

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I am writing regarding an investigation my office has conducted regarding the Special Events Coordinator hire sequence in the Mayor's Office of Special Events. The investigation focused on an SEC III position, A-form #2, that was later re-classified to an SEC II position, A-form #1, and the related hire sequences. These hiring sequences came to my office's attention because of the apparent pre-selection of a candidate who was previously an intern with MOSE.

MOSE originally sought to fill the SEC III position in early summer 2006. Although the A-form had been approved since February with a projected start date of March 1, it appears that MOSE did not order a referral list from DHR until sometime in early May. This timing coincides with the date \_\_\_\_\_ an intern with MOSE, anticipated she would receive her Bachelor's degree from Denison University.

The vacancy was advertised as SEC III – the title held by its previous occupant, \_\_\_\_\_ – with the minimum job qualifications of a Bachelor's degree supplemented by three years of progressively responsible experience in events programming and management. \_\_\_\_\_ an intern with MOSE for 3 summers<sup>1</sup>, clearly did not meet these minimum qualifications. Notably, the qualifications for the SEC III position *did not* contain a Spanish language fluency requirement and, \_\_\_\_\_ (the incumbent) purportedly did not speak Spanish.

Due to the screening process in use at the time, \_\_\_\_\_ made the referral list despite her lack of experience. Interviews were conducted by \_\_\_\_\_, MOSE Deputy Director and Assistant to the Commissioner, \_\_\_\_\_. Despite the intern's lack of qualifications, Deputy \_\_\_\_\_ noted that the intern was an "ideal candidate" and both he and \_\_\_\_\_ rated the intern sufficiently high that she was selected for this position. Prior to processing her hire, however, DHR rejected her packet because it noted that the two interviewers ( \_\_\_\_\_ ) were also her two employment references. Subsequently, DHR discovered that she also did not meet the minimum qualifications for the position.

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<sup>1</sup> It is not actually clear when \_\_\_\_\_ official employment history differ.

\_\_\_\_\_ was employed by the City of Chicago as her resume and her

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After hire was halted, MOSE sought to reclassify the position as Special Events Coordinator II, a position that requires far fewer years of experience. According to a March 9, 2007 memorandum from , DHR Analyst, at that time was very upset that he could not hire who he knew to be the best qualified candidate for the position and stated that he would prefer to down-grade the position in order to hire who he felt was the best candidate. **There is no question that MOSE sought to down grade the position in order to select for the new slot.** After an initial denial of the re-classification request, DHR did eventually re-classify the position, purportedly because the department had asserted that this position would not be performing the high-level negotiating and approving functions with which an SEC III is tasked.

Despite the downgrade of the position, the screening criteria for the SEC II were altered very little from the SEC III screening criteria outside of a change to the length of time required to have performed the referenced duties. Nonetheless, many of the screening criteria still required slightly more experience than had obtained in her summers working for MOSE and therefore, she was not referred for an interview for the down-graded SEC II position.

MOSE conducted the interviews for the newly down-graded SEC II position on February 20, 2007 and February 22, 2007. The interviewers were again and (Hospitality Director). The monitor who attended the SEC II interviews from our office noted that several candidates interviewed were well-qualified for the job. However, interviewers gave all eight candidates ratings well below a 3.0. Believing that the referral list was generated by lottery (and thus explaining why was not on the list), MOSE requested an additional referral list, presumably, with the hope that would be on the second referral list. DHR rejected that request. Since DHR had actually already screened all of the applications, a second referral list would only result in less qualified candidates than the first one.

On May 22, 2007 emailed HR Analysts and , explicitly stating that he wanted to wait to fill the SEC II position until the Agreed Settlement Order was entered in Shakman, which had been told would occur on May 31. After that point, the sequence was shifted over to the new senior manager hiring process (despite the year MOSE had spent trying to get this title down-graded due to its non-managerial duties).

A comparison between the original screening criteria for the SEC II position and the eventual posted minimum qualifications for SEC II under the senior manager process shows how careful wording enabled to meet qualifications she did not meet previously. The job posting states that "the successful applicant must have at least one year of experience working in a government setting where the applicant has demonstrated experience in administrative support duties, working with budgets, working with vendors to make and finalize travel, catering and lodging arrangements." As a result, the one year of experience in a government setting becomes the only quantifiable requirement, while

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the necessity of one year of experience in all the other duties has been eliminated. More importantly, the job description now included a requirement that the candidate be able to read and write fluently in Spanish.

Absent the new language criteria, a sizeable number of applicants would have achieved sufficient experience to be included onto the new referral list. However, the addition of Spanish language fluency eliminated several candidates from consideration. Not surprisingly, [redacted] proceeded to recommend to DHR that [redacted] be included on the referral list under the new senior manager hiring process and she does appear on the list. The hiring sequence was originally suspended because of the history of the filling of this position. The sequence was released last week based on the fact that, because there had not been a selection in this latest hiring sequence, there was no additional evidence of pre-selection of [redacted]

In addition to MOSE's blatant attempt to manipulate the hiring system, it also essentially "hired" [redacted] without approval and in absolute contravention of all DHR hiring policies. It has come to light (and was confirmed by [redacted]) that since [redacted] hire was thwarted in the summer of 2006, she has been on the payroll of the Chicago Tourism Fund but has been working in MOSE and doing the duties of the still unfilled SEC II position. Furthermore, the updated resume [redacted] submitted on July 15, 2007 in response to the senior manager job posting states that she is now and has been working for the City of Chicago Mayor's Office of Special Events as the "Assistant to the Finance Deputy Director" - a title that does not exist at the City - since June 2006. Clearly, regardless of who is formally paying [redacted], she is working in MOSE as an assistant to [redacted]. More evidence of that fact is that when [redacted] was out of the office in May of 2007, his automatic e-mail reply advised the sender to contact [redacted] at [redacted]@cityofchicago.org or at a City telephone number for help in his absence.

I have grave concerns about the way MOSE has handled this entire process. It appears that [redacted] pre-selected [redacted] for the position, attempted to manipulate the process to get her hired, and had her continue to work in his department despite the fact that she was no longer a student or a City employee, and actually held her out as a City employee. I also have questions about how [redacted] obtained her position with the Chicago Tourism Fund. Please let me know how you plan to address this situation.