

County of Cook



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5877
Job Title: Deputy Chief Performance Officer
Salary Grade: 24
Bureau: Finance
Department: Budget and Management Services
Dept. Budget No. 014
Position I.D. 1200893
Shakman Exempt

Characteristics of the position

General Overview

The Position of Deputy Chief Performance Officer (“Deputy CPO”) shall be located in the Budget Department and the position shall report to the Chief Performance Officer (“CPO”). The Deputy CPO is responsible for assisting the CPO in establishing and implementing a performance based management policies, system and a performance based budgeting process in Cook County in order to promote fiscal responsibility, innovative leadership, transparency, accountability, and improved services.

The Deputy CPO is responsible for assisting the CPO in developing operational performance measures for all departments to transform County policies, operations, enable further initiatives, and improve productivity which will be tied to performance based budgeting.

The Deputy CPO coordinates work with the CPO in preparation of quarterly performance reports and cross-County executive performance review sessions. The Deputy CPO will assume primary responsibility for key activities in the office, including acting as a project leader for special projects and engaging in active collaboration County departments and the offices of the separately elected and appointed officials.

Key Responsibilities and Duties

Assists the CPO with strategic planning, implementation and modification of performance based management and budget policies and systems in all County offices and agencies, including but not limited to the offices of the separately elected and appointed officials.

Serves as a project leader on targeted special projects that may include cross agency collaboration and areas of high priority operational improvements.

Analyzes department operational performance data and identifies and resolves issues inhibiting higher productivity and makes recommendations for policy and operational changes.

Serves as a thought partner in identifying and analyzing operational improvement opportunities and identification and implementation of best practices and policies.

Responsible for assisting the CPO in the coordination and distribution of the quarterly performance based management and budgeting reports.

Assists the CPO in the organization and implementation of cross-County executive performance review sessions.

Assists the CPO in the direction and supervision of the work activity of professional and clerical staff, including but not limited to performance management analysts, budget analysts and industrial engineers in duties related to performance based management and budgeting.

Assists other staff members (analysts) in analysis and presentation of operational data.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of program performance budgeting, government accounting and general public administration principles and practices.

Ability to work effectively with elected officials and senior administrators.

Ability to analyze complex financial and other statistical data.

Ability to develop policy, make sound judgments and recommend policy initiatives and effectively communicate and explain these to others.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) year's professional work experience in public or policy administration, analysis and performance improvement efforts OR, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Prior supervisory or managerial work experience.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.