COUNTY OF COOK

Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code:	5205
Job Title:	Deputy Director
Salary Grade:	24
Bureau:	Office of the President
Department:	Human Rights and Ethics
Dept. Budget No.	002
Position I.D.	0900201
Shakman Exempt	

Characteristics of the Position

General Overview

Under the general direction of the Executive Director, develops and updates training curriculum and materials pertaining to the Human Rights and Ethics Ordinances. Coordinates with other County agencies on the delivery of the County's workplace violence prevention policy and response training. Creates a comprehensive training delivery and evaluation system for all training offered by the Department. Conducts training or provides education and outreach for County departments, businesses located in Cook County, those doing business with the County, or seeking to do business with the County, and community or governmental organizations on a range of topics related to human relations, diversity, EEO compliance, fair housing, ethics and work place violence prevention and response.

Key Responsibilities and Duties

Works with the Department's Executive Director and all Department staff on issues relevant to the Department.

Assists the Executive Director as needed, on the development of Departmental goals and objectives as they pertain to training, education and outreach; in the drafting of annual reports; on proposed ordinance amendments, and in Department budget preparation.

Conducts or coordinates training and education programs for Cook County employees on the Ethics Ordinance and the Human Rights Ordinance, as well as for members of the general public on issues of discrimination and compliance with the Human Rights Ordinance, fair housing laws, and ethics laws.

Coordinates with appropriate County personnel on training and education for County employees on the Cook County Violence Prevention Policy.

Assists in responding to reports of hate crimes, intergroup conflict and other community relations issues which occur within the County. Works with representatives of other elected officials as appropriate on these issues.

Assumes duties and responsibilities in the absence of the Executive Director of the Department and also functions as a senior investigator, investigating complex complaints of discrimination, or sensitive ethics issues.

Develops appropriate training and educational brochures and materials for publication.

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal ethics and human rights ordinances, laws and standards.

Extensive experience in researching, developing, implementing and conducting traditional and non-traditional training programs in the areas of human rights, ethics and woman's issues.

Excellent administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors, subordinates and training participants.

Excellent organizational skills; ability to handle a caseload and coordinate various training and other projects in a timely manner; must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator between various agencies and individuals.

Must possess or develop the ability to engage in outreach to various Cook County departments as well as with various community, governmental or advocacy organizations.

Advanced ability to fully and impartially investigate complaints of alleged violations of the Cook County Human Rights and Ethics Ordinances.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with parties, witnesses, and documents as they relate to the duties and responsibilities of the Department.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of experience in public administration, human relations, human rights, women's issues or ethics administration **OR** equivalent combination of professional work experience, training and education.

Must possess general word processing skills.

Preferred Qualifications

Juris Doctorate or Master's Degree.

Professional work experience in the area of human rights, ethics and women's issues.
Prior supervisory or managerial work experience.

Exceptional writing and communication skills.

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.