

COUNTY OF COOK



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

Job Code: 0081
Job Title: Director
Salary Grade: 24
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. 9500001
Shakman Exempt

Characteristics of the Position

General Overview

Oversees all administrative and legal activities of the Commission on Human Rights, Board of Ethics and Commission on Women's Issues. Manages all staff employed by the Department. Supervises all investigations, trainings, and outreach conducted by the Department. Approves participation and membership in any outside community, governmental or other advocacy organization whose mission or mandate is similar to that of the Department. Directs and provides counsel to all volunteer members of the Human Rights Commission, Ethics Board and Commission on Women's Issues. Develops, implements and enforces office policies and procedures. Counsels all Department staff, outside attorneys, volunteer commissioners, and as necessary, the Cook County Board President and Cook County Board Commissioners on procedural and substantive questions of law and policy which pertain to the work and mandate of the Department.

Key Responsibilities and Duties

Supervises all Department staff and interns, reviews Department work product, is responsible for Departmental correspondence, legal orders, decisions and notices.

Develops Department procedural rules and policy pertaining to the interpretation and enforcement of the Ethics and Human Rights Ordinances, as well as general Department policy and procedure.

Supervises assignment and work of Commission hearing officers and conciliators on Department related matters.

Reviews and may conduct as necessary, training and education programs for Cook County employees or members of the general public on the Cook County Ethics and Human Rights Ordinances.

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

Drafts agenda and schedules, prepares for and attends monthly Commission meetings for all three Commissions.

Advises and recommends appropriate action to volunteer commission members on legal issues regarding interpretation and enforcement of the Ethics and Human Rights Ordinances, as well as appropriate policy for the Commission on Women's Issues.

Directs outside counsel as needed for Department legal work, including Department appointed Administrative Hearing Officers and mediators.

Consults with various county agencies and departments on appropriate response to employment, ethics and women's issues related inquiries.

Drafts and presents an annual report on Department activities.

Prepares and presents Department's annual operating budget, including the development of Departmental goals, objectives and performance measures.

Liaison to federal, state and local civil rights agencies, ethics agencies and women's advocacy and advisory organizations.

Knowledge, Skills and Abilities

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

Excellent verbal and written communication skills.

Superior research and writing skills.

Excellent analytical skills, including the ability to elicit and evaluate information, formulate opinions and make recommendations relative to the mission and mandate of the Department.

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

Excellent organizational skills; ability to handle a caseload, coordinate various projects in a timely manner; and respond, as necessary to emergency situations, 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.

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

Must possess general typing, filing and word processing skills.

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 **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's Degree.

Work experience in the area of human rights, ethics and women's issues.

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.