

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5669
Job Title: Chief Performance Officer
Salary Grade: 24
Bureau: Finance
Department: Budget & Management Services
Dept. Budget No. 014
Position I.D. 9500251
Shakman Exempt

Characteristics of the Position

General Overview

The position of Chief Performance Officer (“CPO”) shall be located in the Budget Department and the position shall report directly to the County Board President or his/her designee. The CPO is responsible for establishing and implementing a performance based management system and performance based budgeting process in Cook County in order to promote fiscal responsibility, innovative leadership, transparency and accountability and improved services. The CPO will lead cross-County executive performance review sessions to identify and resolve issues inhibiting higher productivity. The CPO will actively seek collaboration of the separately elected offices in order to consolidate services, determine policy, improve services and lower costs.

The CPO is responsible for developing operational performance measures as well as a strategic planning and evaluation process for all departments in order to fundamentally transform the County operations, enable further initiatives and improve productivity which will be tied to performance-based budgeting.

Directs and supervises the day to day activity of professional and clerical staff as it relates to performance management, including but not limited to budget analysts and industrial engineers in Budget and other County departments. Personally handles complex problems, intricate research and study.

Key Responsibilities and Duties

Establish and implement performance based management system and performance based budgeting policy and process to promote a culture in Cook County of fiscal responsibility, innovative leadership, transparency and accountability and improved services.

Develop, implement and lead cross-County executive performance review sessions to identify and resolve issues inhibiting higher productivity and drives larger performance initiatives; serve as a thought partner in identifying and analyzing operational improvement opportunities.

Actively seek collaboration of the separately elected offices in order to make recommendations and policy for the consolidation of services and prepares departments for review sessions.

Assist the President and Director of Budget, Chief of Staff and Chief Financial Officer with planning, organizing and implementing performance based budgeting as a result of performance based management and synthesizes key budgeting decisions; develops reports and analysis to support budgeting decisions.

Responsible for coordinating and distributing the quarterly performance based management and budgeting reports and serves as the primary contact for dialogue with the County Board and the separately elected officials.

Identifies ongoing improvements in department performance management reporting and provides guidance on department best practices.

Directs and supervises work activity of professional and clerical staff, including but not limited to budget analysts and industrial engineers in duties related to performance based management and budgeting; delegates responsibility for completing various projects to supervisory personnel.

Attends meetings with department heads and County officials concerning performance based management and budgeting; represents the President on performance based management and budgeting matters.

Knowledge, Skills and Abilities

Significant experience leading performance improvement efforts, either as a senior corporate executive or consultant.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skills in the management of other professional engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

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

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

Ability to work in a highly confidential environment.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in finance, public or business administration PLUS a minimum of three (3) year's work experience leading performance improvement efforts, either as a senior corporate executive or consultant **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in the administration, analysis, and the review of large budgetary, revenue or other financial resources.

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.