COUNTY OF COOK

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

Job Code:	0721
Job Title:	Bureau Chief of Human Resources
Salary Grade:	24
Bureau:	Human Resources
Department:	Human Resources
Dept. Budget No.	032
Position I.D.	9500638
Shakman Exempt	

Characteristics of the Position

General Overview

Supervises, directs and coordinates the overall management of the Cook County Bureau of Human Resources. Consults with and advises the President of the County Board relative to the development, implementation and promulgation of personnel policies and practices affecting all County employees, with particular attention to matters which pertain to employees and employment policies in offices under the jurisdiction of the President; advises the President on personnel issues which require his/her deliberation and approval of the County Board; exercises wide latitude in the formulation, interpretation and implementation of policy in personnel matters through authority vested in the County's Human Resources Ordinance. Consults with the President and his/her staff; advises elected officials and department heads in regard to a wide range of Human Resources issues. Responsible for overseeing the fair and effective implementation of the Cook County hiring plan and compliance with court directives regarding Shakman and other provisions related to hiring.

Key Responsibilities and Duties

Consults regularly with the President and County officials to discuss, plan, develop and implement programs for the improvement of personnel effectiveness as they pertain to maintenance and management of the County's Human Resources capacity.

Oversees Human Resources Bureau functions related to the central administration of such matters as wage and salary administration; job classification and compensation; recruitment and selection; training and career development; employee assistance; labor-management relations; EEOC; employee health screening; employment processing and drug testing.

Responsible for the overall supervision of the Bureau's 60 plus employees.

Ensures that the centralized aspects of County personnel administration are properly and effectively coordinated to meet the needs of various user departments or county agencies seeking the Bureau's guidance and assistance. Provides an effective forum for discussing issues of mutual concern with elected officials and County officials.

Identifies the effectiveness of County personnel policies and procedures and recommends innovative changes; implements recognized legal and professional personnel standards, especially as they relate to the Human Resources Ordinance.

Coordinates and directs the implementation of new personnel programs and special studies mandated by the President and County Board, concerning a wide range of Human Resources related issues.

Ensures compliance with recognized County, state and federal laws pertaining to terms of employment; evaluates human relations and work related problems that adversely affect employee moral and productivity.

Oversees activities under the jurisdiction of the Bureau's two Deputy Directors as they pertain to the Bureau's Labor Division, Classification/Compensation Division and Selection/Examinations Division. Provides administrative direction and expertise, as needed, in the resolutions of specific issues.

Directs the coordination of the Human Resources Bureau's activities with other agencies and bureaus, especially as regards recruitment and hiring and/or where joint employer situations with elected officials require uniform methodologies in matters such as job classification, compensation and labor negotiations.

Confers with County finance departments such as Budget and Comptroller in related aspects of wage and salary administration, payroll management and formulation of the budget.

Assists the President in formulating goals and objectives to be met, developing timetables, and responding to special needs and concerns.

Delegates duties and responsibilities as necessary to enhance the orderly operation of the Bureau.

Authorizes payrolls, personnel appointments, classification and wage adjustments, and other personnel actions wherein such authorization is required.

Knowledge, Skills and Abilities

Extensive knowledge of all aspects of human resources administration and personnel management, particularly within the context of a large municipal governmental setting.

Thorough knowledge of or ability to quickly grasp federal, state and county laws, regulations and ordinances governing employment in the public sector and the various legal relationships between employer and employee.

Ability to articulate clearly and effectively to County officials, labor union representatives, employees and other concerned parties. Ability to interpret legal and/or other official language relative to the above and explain it to others.

Skill in the management of a large and highly specialized human resources staff; ability to coordinate diversified efforts related to; job classification and compensation, examinations and selection, screening, testing and processing of employees; certification of payrolls and appointments; labor grievances and collective bargaining.

Ability to interact effectively in coordinating human resources (personnel administration) issues with related agencies, such as Workers' Compensation, Risk Management and Safety.

Ability to plan, organize and administer policy changes, programs and new initiatives relative to the various areas of personnel management; skill in researching existing law and protocol in the field and formulating policy recommendations; skill in drafting reports and papers for the President, County Board and legal counsel as needed.

Understanding of the budgetary aspects of organizing, developing, training, classifying and compensating a large and diversified work force.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of Human Resources experience in the public or private sector in a managerial or supervisory capacity **OR,** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Human Resources, Business, Public Administration, Law, Labor Relations or related field.

Five (5) years professional work experience in public service or human resources in a managerial or supervisory capacity.

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.