

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 6043
Job Title: Director of Policy
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500648
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief of Human Resources, develops and/or amends existing internal policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communications to the appropriate internal sources for distribution. Serves as point of contact answering inquiries from internal departments, employees and external agencies. Compiles all employment law policies and maintains electronic database of current and historical policies for reference and conducts the research of existing or impending employment laws affecting Cook County Government. Serves as the liaison between department and legal team to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration May perform other duties as assigned.

Key Responsibilities and Duties

Develops, manages and evaluates Cook County Government policy activities and initiatives in relation to employment law mandates.

Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame.

Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources/Labor topics.

Works closely with the Deputy Bureau Chief - Director of Exempt Administration and Deputy Bureau Chief - Director of Labor Relations to ensure consistent policy development.

Coordinates with management to review employee policies in conjunction with the Bureau Chief, Deputy Bureau Chief - Director of Exempt Administration, Deputy Bureau

Chief - Director of Labor Relations and Special Assistant for Legal Affairs to integrate the advocacy and policy plans into all affected departmental policies.

Identifies current research tools/methodologies to develop best practices for policy formation and adherence. Maintains working knowledge of significant or potential employment law developments and identifies their impact on current Cook County policies.

Serves as liaison between Bureau Chief and Special Assistant for Legal Affairs to develop and communicate policy changes based on research of current and impending employment laws. Researches and analyzes changes in laws and drafts internal policies based on findings.

Acts as Human Resource lead on inter-departmental team implementing policies, developing training programs and participating in trainings events.

Provides current updates and emerging issue briefings to the Bureau Chief or his/her designee.

Answers all policy inquiries posed by Department Heads, employees and external agencies.

Compiles all employment law policies and maintains database of current and historic policies for reference and attends internal training seminars as the subject matter expert.

Ensures policies are communicated to all employees in an effective and timely manner.

Ensures that administration, management and all staff comport, abide by and work within the parameters or boundaries of the Employment Plan.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local laws as it pertains to policies regarding Cook County Government.

General knowledge of Employment Law.

Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings.

Ability to communicate effectively both in written and verbal formats to communicate all current and impending policies.

Ability to make inquiries, convey information and explain or discuss office policy and procedures with other in person or via telephone.

Skilled in utilizing various search-engines and multi-media resources.

Ability to maintain confidentiality regarding policy matters.

Skill in the use of Microsoft Word and Excel.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience dealing with personnel matters of a highly confidential or sensitive nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate Degree.

Two (2) years' of supervisory/operational experience in the public sector.

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.

JC: 6043
05/2013