

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5427
Job Title: Deputy Bureau Chief– Director of Labor Relations
Salary Grade: 024
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500094
Shakman Exempt

Characteristics of the Position

General Overview

Managers and directs the Department of Human Resources Labor/Employee Relations Division participating as one of the primary members of the County's labor negotiation team representing the County's interest during contract negotiations. Responsible for the negotiation of all the collective bargaining agreements covering the County's 20,000 plus employees. Administers and executes the implementation of the terms and conditions of the negotiated union contracts; prepares backup documents for and attends arbitration cases; presides over third step grievances; oversees the educational training of County supervisors as it pertains to contract administration. Consults with the President of the County Board in a confidential capacity to advise, inform and to receive directives; and, to formulate management's position at the bargaining table.

Key Responsibilities and Duties

Negotiates approximately all 80 of the County's collective bargaining agreements for the majority of the County's job classifications in order to comply with the Illinois Public Labor Relations Act of 1984.

Works closely with elected officials, union/labor officials, labor attorneys, and other to organize, schedule, and facilitate on-going negotiations, interest arbitrations, mediations, etc.

Administers and executes the implementation of the terms and conditions of the negotiated union contracts in order to adhere to contract compliance.

Gathers information needed, make the proper preparations and attends arbitration cases with the Special Assistant to the President for Labor so as to adequately represent the County during this process.

Acts as a Liaison interacting with union business representatives, employees, departmental supervisors, Assistant State's Attorneys concerning labor/employee relations issues and hearing decisions to resolve problems relating to pending grievances and issues currently in litigation or arbitration.

Provides oversight to staff engaged in confidential third step grievance hearings for all County offices under the President of the County Board.

Monitors the curriculum of the educational training of County department heads, managers and supervisors by the Training and Employee Development staff (Manager of Training and Development and Labor Relations Analyst III).

Knowledge, Skills and Abilities

Thorough knowledge of Cook County Labor Relations functions, issues, policies and procedures.

Thorough knowledge of the Illinois Labor Relations Act.

Knowledge of conducting third step grievance hearings and arbitration cases.

General knowledge of all existing County labor contracts and the unions representing each of those job classifications per contract.

Skilled in negotiating with union business representatives, employees, departmental supervisors and Assistant State's Attorneys.

Skilled in providing direction and assistance to other County managerial and supervisory personnel relative to labor relation matters.

Skilled in scrutinizing contract language of collective bargaining agreements.

Good communication skills both verbally and in written form; able to interact with others in person or by telephone to explain County policies and procedures pertinent to labor relations.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate PLUS a minimum

of four (4) years of experience with an emphasis on employment law, labor relations, industrial relations, and human resources of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree in public administration, industrial relations, labor relations, or related field.

Five (5) years professional work experience and related training in a human resources and/or labor relations environment.

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.