

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 6006  
Job Title: Deputy Director of Labor Relations  
Salary Grade: 24  
Bureau: Human Resources  
Department: Labor Relations  
Dept Budget No. 032  
Position I.D. # 9500660  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Acts as legal advisor and counsel to the County in all matters related to the authority of the Human Resources Bureau. Deputy Director of Labor Relations coordinates the activities of Labor Relations staff; acts as liaison for the Deputy Chief of Human Resources/Director of Labor Relations and may represent the Deputy Chief in her absence; represents Cook County in labor negotiations with collective bargaining groups; and works closely with elected officials, union officials, outside labor counsel and Cook County department heads to organize, schedule, negotiate, and execute labor negotiations. Shall be responsible for developing negotiation strategies for all bargaining units including physicians, nurses, Sheriff's Law enforcement groups, and the Public Defender's Office. Reviews hearing officers' decisions in third-step employee grievance and disciplinary matters. Supervises and directs Labor Counsel in developing strategies related to arbitrations. Assists the Deputy Chief, Bureau Chief of Human Resources and department heads in the evaluation, formation, and implementation of policy directives and initiatives affecting employees of Cook County. Consults with the Deputy Chief in the direction of outside counsel in matters of highest confidentiality.

#### **Key Responsibilities and Duties**

Assumes primary responsibility for labor negotiations with new and existing collective bargaining units; develops strategy for labor negotiations; conducts all related liaison activities between management, outside legal counsel and labor unions in order to coordinate and ensure the orderly progression of deliberations and represents the Deputy Chief at such gatherings.

Addresses a wide range of issues related to job classification, transfers and layoffs, and other matters requiring an in-depth understanding of and interaction with County management and other areas of the Human Resources Bureau.

Acts as liaison on behalf of and represents the Deputy Chief with matters related to the Office of the Chief Judge, Health and Hospital System, Office of the State's Attorney, Sheriff's Department, Assessor, other elected officials, County department heads, and other groups and agencies.

Works with the Deputy Chief in the coordination and supervision of the Labor/Employee Relations staff in department matters, and in doing so exercises a key role in the formulation, implementation, and enforcement of labor and employee policies for Cook County.

Reviews hearing officers' decisions in third-step grievance and disciplinary matters; formulates strategy, supervises, and coordinates Labor Counsel in arbitration matters; supervises and coordinates Labor Relations personnel.

Analyzes proposed and existing collective bargaining agreements, conducts research of case law and other documents and materials and records all relevant deliberations and points of discussion taking place at the table. Reviews and interprets union proposals and conveys insightful analysis with recommendations for possible modifications in the County's position and policies.

Works with the Deputy Chief and outside legal counsel to negotiate with labor unions and explain to unions, elected officials and department heads the County's proposals and positions in a wide variety of matters including, but not limited to, wages, benefits, working conditions, job classification, uniform and pay differentials, and work rules.

Assists in the evaluation, formation and implementation of policy directives affecting employees of Cook County including but not limited benefits, work rules and personnel rules.

Provides legal advice and counsel to Deputy Chief, Bureau Chief of Human Resources and other County Officials on all matters related to the Bureau of Human Resources.

Assists and advises bureau chiefs, department heads, and supervisors on all labor matters including employee discipline, policy interpretation, policy implementation, and department organization.

Oversees matters related to the Employee Appeals Board and acts as Representative of the Employee Appeals Board.

Works with outside counsel and retained experts on a variety of employment related issues, including the Affordable Care Act and benefit plan designs, health care, pension and other post-employment benefits.

Provides advice and counsel on employment related laws, policies, and matters such as the Family and Medical Leave Act, the Affordable Care Act, and Equal Employment Opportunity laws.

### **Knowledge, Skills, and Abilities**

Knowledge of or ability to quickly and effectively understand and utilize Cook County policies, protocols, and technical vernacular used throughout each union labor agreement with the County.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to arrive at negotiated settlements in a wide range of matters, including salaries, benefits and working conditions.

Ability to effectively coordinate, supervise and direct the Labor Relations staff in department matters.

Skill in resolving labor/management contractual disputes.

Skill in analyzing labor agreements and effectively interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees and union officials.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner; ability to convey information and explain or describe County policy and procedure to others.

### **Minimum Qualifications**

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government.

Graduation from an accredited law school as Juris Doctor.

Licensed to practice law in the State of Illinois.

Five (5) years' of work experience in labor relations, human resources, litigation, or other related field.

**The duties listed are not set forth for purpose of limiting the assignment of work. They are not to 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 of an employee's normal line of work.**

Revised: 2/27/2012