

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0790  
Job Title: Labor Liaison Officer  
Salary Grade: 21  
Bureau: Human Resources  
Department: Human Resources  
Dept. Budget No. 032  
Position I.D. 9500661  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the general supervision of the Deputy Chief of Human Resources/Director of Labor Relations, acts as a liaison with union representatives on behalf of County management during contract negotiations and documents proceedings. Works with department heads to identify issues to be addressed through collective bargaining, coordinates and attends management meetings to formulate negotiation strategy, and assists in the compilation of County negotiation proposals. Documents all management and union negotiation proposals, maintains control of all tentative agreements in negotiations, and works with counsel and union representatives to compile the union contracts. Prepares union contracts and wage scales for Board approval. Directs and coordinates implementation of wage components with appropriate County departments and offices as necessary. Provides assistance to Labor Counsel, the State's Attorney Office, and outside counsel on matters related to arbitrations and unfair labor practice charges. Handles inquiries from various County employees, supervisory and managerial personnel, Assistant States Attorneys, outside counsel, union representatives and other entities regarding various labor related issues including wage scale and rate implementation, contract implementation, and dues deductions. Maintains databases, records, and information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information. Consults with Labor Director and counsel in matters of highest confidentiality and effectively recommends policy changes and courses of action in connection therewith.

## **Key Responsibilities and Duties**

Performs research activities related to contract negotiations for Deputy Chief of Human Resources/Director of Labor Relations, County Labor Attorneys, union representatives and individual County employees whenever necessary.

Participates in collective bargaining negotiations as a representative for the County; collects and maintains control of proposals and tentative agreements; works closely with the Deputy Chief of Human Resources/Director of Labor Relations, Labor Attorneys, outside counsel, department heads, and elected officials to identify issues and develop strategy for collective bargaining.

Assists the Labor/Employee Relations Department staff with grievance resolution and CBA disputes.

Conducts liaison activities between management and labor union representatives in order to identify and resolve disputes or contractual discrepancies.

Analyzes texts of collective bargaining agreements to ensure clarity of language and intent, and may make recommendations to Deputy Chief of Human Resources/Director of Labor Relations for contract language revisions.

May serve as informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Reviews unfair labor practice charges and arbitration cases and provides assistance, where necessary, to the State's Attorney's Office, elected officials, and County Labor Attorneys prior to hearings in order to respond to and resolve related problems.

Directs and coordinates the implementation of terms and conditions of collective bargaining agreements; works closely with County departments, including Comptroller, Budget office, MIS, Human Resources to implement cost of living adjustments, reclassifications and salary upgrades, and other economic matters. Monitors and coordinates the timely preparation of Resolutions for the County Board and Health and Hospital System Board for approval of wages and contracts.

Receives and reviews correspondence from various trades organizations regarding annual trade rate changes including prevailing rate. Directs and coordinates the implementation of trade rate changes with the appropriate County departments.

## **Knowledge, Skills and Abilities**

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

Extensive knowledge of all Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor/management contractual negotiation disputes.

Skill in scrutinizing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to conduct research functions for purposes of providing accurate documentation and statistical data for union contract negotiations.

Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in Business or Public Administration, or Labor Relations, or related field, **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in Business Administration, Public Administration, Labor/Industrial Relations or Human Resources.

Five (5) years' experience in Business or Public Administration, or Labor Relations.

**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.**