

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago, IL 60602

Job Code: 0724
Job Title: Deputy Bureau Chief – Director of Exempt Administration
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500666
Shakman Exempt

Characteristics of the Position

General Overview

Acts in the capacity of a Deputy to the Chief of Human Resources Bureau, particularly in regard to issues, operations and day to day management of office operations with a specific concentration in Exempt employee administration. Coordinates the efforts of supervisors and consults regularly and in a confidential manner with the Bureau Chief to formulate policy and review and evaluate staff efforts. Plans, proposes and develops projects and programs particular to the area. Assumes primary responsibility for special projects and assignments as necessary as well as oversight of the Bureau's public service counter. Exercises authority and discretion in the oversight of other areas of the office as circumstances require or as directed by the Bureau Chief. Represents the Bureau and/or the Bureau Chief in meetings with elected and administrative officials to discuss policies and procedures relative to Human Resources operations as well as Exempt Hiring. Finalizes and signs off on a variety of exempt personnel actions requiring the Bureau's approval; keeps Bureau Chief apprised of matters requiring his or her attention.

Key Responsibilities and Duties

Consults regularly with the Human Resources Chief to discuss, plan, develop and implement programs for the improvement of personnel effectiveness as it pertains to maintenance and management of the County's human resources capacity.

Troubleshoots a wide variety of day to day issues, problems and concerns which may arise, requiring direct and immediate intervention by the Deputy; this often includes contacting high-ranking personnel within elected and other offices of the county in order to resolve matters related to employee rights and benefits, salary adjustments, return to

work, job placement and/or matters requiring the attention of the Bureau Chief, the President, or the President's chief of staff.

Oversees Human Resources Bureau functions related to the central administration of matters such as wage and salary administration, job classification and compensation, and recruitment and selection. Assists the Chief on an as-needed basis in coordinating other areas related to training and career development; employee assistance; labor-management relations; human relations; EEOC; employee health screening; employment processing and drug testing.

Helps ensure that the centralized aspects of County personnel administration are properly and effectively coordinated to meet various departmental needs; provides an effective forum for discussing issues of mutual concern with outside agencies and offices.

Reviews the effectiveness of County personnel policies and procedures and recommends innovative changes.

Ensures compliance with recognized County, rules and regulations pertaining to terms of employment; evaluates Human Resources policies work related problems that adversely affect employee moral and productivity.

Assists in the coordination of the Human Resources Bureau's activities with other agencies and bureaus, as needed, in related aspects of hiring and employment, wage and salary administration, position classification, and payroll management. Processes and authorizes various personnel actions such as hires, promotions, employee placement, and budgetary line-item changes such as reclasses, subject to the President's and/or the Bureau Chief's approval.

Assists the Chief in formulating goals and objectives to be met, developing timetables, and responding to special needs and concerns. Assists in meeting various compliance goals and timetables as pertain in Shakman or the county's hiring plan.

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

Knowledge, Skills and Abilities

Knowledge of human resources administration and personnel management, particularly within the context of a large municipal governmental setting.

Knowledge of federal, state and county laws, regulations and ordinances governing employment in the public sector and the relationship between employer and employee.

Ability to articulate clearly and effectively the terms and conditions of employment in Cook County Government. Ability to interpret official policy 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.

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 areas of personnel management; skill in researching new and existing policies and practices in the field and formulating policy recommendations, reports and papers for the Chief.

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

Skill and judgment of a high order in handling confidential matters requiring executive decision making and the ability to recommend and provide input relative to changes in policy.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of professional work experience 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, sociology, political science, law, labor relations or related field.

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.