

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0722
Job Title: EEOC/AAP Officer
Salary Grade: 21
Bureau: Human Resources
Department: Human Resources
Dept Budget No. 032
Position I.D. 9500672
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief of Human Resources, coordinates all operations relating to the acquisition and analysis of County workplace information used in racial and sexual breakdowns of employees within various work categories. Initiates, develops, implements, and maintains an Affirmative Action Plan, (AAP) for the County. Performs follow-up by monitoring each department's adherence to the program with performance appraisals. Trains departmental representatives to operate as in-house Equal Employment Opportunity (EEO) officers to maintain their own department's adherence to EEO/AAP legislation. Schedules and coordinates meetings with groups of departmental representatives at various locations to inform them of legislative and/or policy changes relative to the various programs. Conducts highly confidential investigations into all documented discrimination complaints of employees budgeted to the corporate sector of the County and prepares detailed reports or responses to be submitted to the complainant and various Federal, State, or County agencies having jurisdiction.

Key Responsibilities and Duties

Maintains statistical analysis of the County workforce by acquiring the racial and sexual breakdowns of current employees and categorizing them under eight (8) categories: officials/managers, professionals, protective service, para-professionals, office clerical, service maintenance, technicians and skill craft. Receives and analyses statistical data from payroll, personnel records and other sources as needed.

Serves in the capacity of a Labor Relations Analyst III by assisting the Manager of Labor Relations in the planning, scheduling and execution of Labor Relations projects and conducting grievance and disciplinary hearings. Discuss County EEO and AAP issues with the Bureau Chief, Labor Deputy and others and recommends changes in County workplace policy which may adversely impact employees' rights.

Initiates, develops, implements and maintains the County's Affirmative Action Plan by setting up rules and regulations that come under legal framework. Develops a statistical process by which County departments can monitor their progress with the Affirmative Action Plan.

Develops monitoring systems utilizing hiring and promotion documents, exit interview forms, quarterly reports and annual reports to verify and address the Affirmative Action Program's county-wide progression.

Trains departmental representatives to become in-house EEO people who monitor and maintain departmental adherence to EEO/AAP legislation and related issues.

Schedules and coordinates meetings with groups of departmental representatives at various locations to inform and enlighten them on the legislative changes and how these changes will directly affect them.

Attends fact finding conferences on behalf of Cook County to defend the County against discrimination claims filed by current and former employees.

Investigates all documented discrimination complaints of employees budgeted to the corporate sector of the County. Meets with various departmental employees involved with the incident and prepares detailed reports concerned with facts.

Consults with supervisory personnel to provide assistance regarding grievances and appeals.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge of U.S. Federal and State of Illinois rules and regulations, including Executive Order 11246 on state and federal mandates passed on civil right issues from cases in 1964, 1980, 1981, 1983 and 1991.

Thorough knowledge of County personnel policies and procedures.

The ability to communicate and interact effectively with County employees and a diverse assortment of individuals in order to explain policies and procedures. Ability to speak before groups of employees on a variety of subject matters relating to EEO/AAP legislation and situations.

Skilled in conducting interviews and eliciting required information. Skilled in collecting, interpreting and organizing technical information into concise documentation and narrative format in conjunction with industrial and labor relation policies and procedures.

General understanding of the principles, purpose and methods of statistical analysis and interpretation of results.

Skilled in performing complex mathematical computations for generating statistical data needed to monitor individual departmental and overall composite EEO/AAP programs throughout the County.

This position requires some traveling to work assignments for which the employee must provide his/her own adequate means of transportation.

Proficiency with Microsoft Word, Excel and other statistical software is required.

Must possess excellent writing skills and the ability to produce thoughtful, well-composed letters, reports, and other correspondence related to matters at hand.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of experience with an emphasis on labor/industrial relations and human resources of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from a School of Law with a Juris Doctorate degree.

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 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 an employee's normal line of work.