

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0516
Job Title: Executive Officer
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Medical Examiner
Dept. Budget No. 259
Position I.D. 9511126
Shakman Exempt

Characteristics of the Position

General Overview

Responsible for overseeing administrative functions of the Office of the Cook County Medical Examiner. Works with the Medical Examiner, the Bureau of Administration and the Office of the President to determine and implement policies and procedures governing various office policies and statutory and personnel matters, fees, public relations and strategic planning. Reports directly to the Chief Medical Examiner. Develops recommendations concerning policies and procedures to develop more efficient work methods.

In consultation with the Medical Examiner, develops and implements policies, programs and various executive functions. Supervises, instructs and directs the work activities of various non-medical staff, including administrative, clerical and technical personnel. Works directly with the Medical Examiner to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Responsible for budget management and control. Oversees contracts and agreements with the office to ensure compliance with departmental practice, policies and procedures as well as local and State law. Represents the office in union negotiations and works with the Bureau of Human Resources on collective bargaining matters. Responsible for working with the President's office and the Medical Examiner regarding public communications, media relations and response to media inquiries.

Key Responsibilities and Duties

Responsible for overseeing administrative functions of the Office of the Cook County Medical Examiner and working with the Bureau of Administration and the Office of the

President to determine policies and procedures governing personnel matters, fees, public relations and strategic planning.

Serves as a liaison with Facilities Management to ensure the proper function of the day-to-day operations of the facility. Ensures compliance with local, state and federal safety requirements and guidelines.

Assists the Medical Examiner with the development and implementation of administrative policies and procedures including implementation of blood borne pathogen exposure protocols, respiratory protection policies and hazard communication policies, as required by OSHA rules and regulations.

Assists the Medical Examiner with the preparation of the department's annual budget, determining structural organization and determining the strategic vision. Tracks performance measures and prepares reports and presentations derived from them.

Acts as a liaison with the Bureau of Human Resources with respect to grievance resolution, CBA disputes, issues and hearing decisions. Responsibilities include overseeing all employment actions for monitoring the progress of employee recruitment, hiring, firing and disciplinary issues for the department.

Oversees the work activity of subordinate managers and supervisors engaged in the preparation of budget-related documents. Makes revisions to the budget as needed. Forwards completed budget to County Department of Budget and Management Services. Responsible for budget management and control. Monitors spending levels to ensure that supplies and equipment inventories are maintained without exceeding budget.

Supervises the work activity of administrative, clerical, technical, safety and compliance personnel. Assigns and reviews work, monitors work flow, approves time-off, prepares evaluations, etc. Maintains confidential personnel files.

Assists the Medical Examiner with media relations. Confers with the Medical Examiner, the Bureau of Administration and the President's Director of Public Affairs and Communications in preparing appropriate responses to media questions and requests for information. Works with the Bureau of Administration's legal counsel to resolve issues impacting the department.

Attends meetings and hearings before the Cook County Board of Commissioners and represents the department at other meetings when necessary.

Reviews confidential reports where applicable from the Inspector General and makes recommendations and/or implements procedures to address any sustained findings.

Knowledge, Skills and Abilities

Knowledge of modern management practices and techniques including budgeting and personnel management utilizing Microsoft Excel, Access or other financial databases. Knowledge of the principles and techniques of office practices and procedures.

Familiarity with Forensic Sciences, criminal investigation practices and techniques, and OSHA protocols applied to healthcare institutions.

Familiarity with National Association of Medical Examiners (NAME) accreditation standards and American Board Medical Death Investigators(ABMDI) certification.

Ability to work in a morgue environment which requires close proximity to corpses and exposure to unpleasant sights, smells, blood and other body fluids.

Skill in representing the agency, making presentations to County and outside agencies and groups, relating information of a technical and official nature.

Excellent oral and written communication skills and the ability to communicate effectively with tact and courtesy to the public, the media, and internal and external agencies.

Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems. Ability to identify opportunities for process improvement.

Competency in performing highly specialized work independently.

Skill in planning, developing and completing complex assignments with minimal direction and assigning work to other departmental personnel.

This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS five (5) years' experience in the public sector including but not limited to a Medical Examiner's or Coroner's Office, hospital or health related institution.

Preferred Qualifications

Seven (7) years' experience as an administrator or manager in the public sector including but not limited to a Medical Examiner's or Coroner's Office, hospital or health-related institution.

Doctorate's or Master's degree in Business Administration, Public Administration, or Forensic Sciences or Doctorate's degree in law or medicine

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.