

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0263
Job Title: Administrative Hearing Director
Salary Grade: 024
Bureau: Administrative Hearings
Department: Administrative Hearings
Dept. Budget No. 026
Position I.D. 9500102
Shakman Exempt

Characteristics of the Position

General Overview

This position functions as the Director of Administrative Hearings. This position is responsible for the administration of the adjudication process for various County departments including initially Building and Zoning, Environmental Control, and Revenue. These violation cases will be removed from the judicial court system to be heard administratively which will not only free up State's Attorney time, but also reduce the amount of time department enforcement officers need to be in the courtroom and improve staff efficiency and productivity.

Key Responsibilities and Duties

Directs the department with respect to its management and structure, including the creation or reorganization of hearing divisions within the department;

Appoints and removes administrative law officers, as necessary; who are responsible for adjudicating cases before the Administrative Hearing Department.

Promulgates rules and regulations for the conduct of administrative adjudication proceedings;

Monitors and supervises the work of administrative law officers and, upon receipt of a timely petition for review authorized by the code, reviewing, modifying or reversing their decisions;

Establishes any other necessary rules and regulations as may be required to carry out the provisions of the Administrative Hearing Office.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the Administrative Hearing Ordinance.

Ability to communicate effectively verbally and in writing; strong interpersonal communication skills.

Ability to provide supervision, guidance and direction to staff.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing.

Ability to work well under pressure and the ability to work well with others.

Ability to prepare departmental budgets.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Excellent writing and communication skills.

Minimum Qualifications

Graduation from and accredited college or university with a Bachelor's degree PLUS three (3) years' experience in legal or governmental field **OR**, an equivalent combination of education, training and experience.

Preferred Qualifications

Master's or Juris Doctorate degree.

Prior supervisory or managerial work experience.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Administrative Hearings
Department: Administrative Hearings
Dept. Budget No. 026
Position I.D. 1000995
Shakman Exempt

Characteristics of the Position

General Overview

Performs extensive research and advisory functions related to improving the respective Department and responding to legislative initiatives. Effectively recommends and provides data to the Director and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative initiatives. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for the County relative to such legislation and provides responsive information to the Director and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Director and the President of potentially innovative programs that may improve the respective Department or County initiative. Is privy to information to a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Writes legislative analysis for proposed legislation regarding bills that will affect the respective Department; advises the Director and the President or his/her designee of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the Director and the President or his/her designee and forward to the County's lobbyists in Springfield or President designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

Reviews Federal and State legislation to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Researches various legislative initiatives that are reviewed by the Director and the President's designee.

Participates and assists in the development of other confidential papers and reports as directed.

Assists in the development of legislative initiatives as needed and provides the Department response on pending legislation that may affect the County or respective Department.

Represent the Department before legislative tribunals as directed by the President or his/her designee.

Work in tandem or report to the President's Special Assistants for Intergovernmental Affairs.

Knowledge, Skills and Abilities

Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

Ability to read and analyze a large volume of bills and resolutions.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR**, graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5206
Job Title: Deputy Director
Salary Grade: 22
Bureau: Administrative Hearings
Department: Administrative Hearings
Dept. Budget No. 026
Position I.D. 9520566
Shakman Exempt

Characteristics of the Position

General Overview

This position functions as the Assistant Director of Administrative Hearings. This position will assist the Director in the administration of the adjudication process for various County departments including initially Building and Zoning, Environmental Control, and Revenue. These violation cases will be removed from the judicial court system to be heard administratively which will not only free up State's Attorney time, but also reduce the amount of time department enforcement officers need to be in the courtroom and improve staff efficiency and productivity.

Key Responsibilities and Duties

Assist the Director in directing the department with respect to its management and structure, including the creation or reorganization of hearing divisions within the department.

May appoint and remove administrative law officers, as necessary and directed by the Director.

Assists the Director in promulgating rules and regulations for the conduct of administrative adjudication proceedings.

Monitors and supervises the work of administrative law officers and, upon receipt of a timely petition for review authorized by the code, reviewing, modifying or reversing their decisions.

Assists in the developing procedures, rules and regulations as may be required to carry out the provisions of the Administrative Hearing Office.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the Administrative Hearing Ordinance.

Ability to communicate effectively verbally and in writing; strong interpersonal communication skills.

Ability to provide supervision, guidance and direction to staff.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing.

Ability to work well under pressure and the ability to work well with others.

Ability to prepare departmental budgets.

Minimum Qualifications

Graduation from and accredited college or university with a Bachelor's degree PLUS three (3) years of experience in legal or governmental field **OR**, an equivalent combination of education, training and experience.

Preferred Qualifications

Masters or Juris Doctorate degree.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Administrative Hearings
Department: Administrative Hearings
Dept. Budget No. 026
Position I.D. 1000994
Shakman Exempt

Characteristics of the Position

General Overview

Acts as an internal legal advisor and counsel to the bureau chief or director, providing legal advice in matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel and the Office of the Cook County State's attorney as required or directed.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary,

including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

Knowledge, Skills and Abilities

Knowledge of local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area.

Skills in researching, interpreting and arguing legal position and ability to provide legal analysis.

Ability to negotiate and draft various legal agreements.

Ability to coordinate litigation response.

Minimum Qualifications

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

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law, government or corporate transactions.

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