

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0114  
Job Title: Budget and Management Services Director  
Salary Grade: 24  
Bureau: Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 9500250  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Directs all staff and activities relating to the department of Budget and Management Services and that agency's role in the formulation and presentation of the Annual Appropriation Bill for the County. Confers with the President of the County Board relative to developing the annual Executive Budget Recommendations, preparing budgetary amendments, managing the annual budgetary process and all that it entails, and monitoring and projecting budgetary accounts. Advises and informs the President, Chief Financial Officer, Chief of Staff, Chairman of Finance Committee, and County Board as required, in all matters pertaining to the above.

### **Key Responsibilities and Duties**

Confers and consults with the aforementioned County officials and others as deemed necessary, in matters pertaining to the formulation and development, presentation and explanation, and implementation of the County's Annual Appropriation Bill.

Assists and advises the President and other designated officials in confidential deliberations and formulation of policy as pertains to the County budget.

Plans, assigns and directs the work of the Budget and Management Services Department staff, including professional and office clerical staff.

Directs the preparation of the Budget calendar and initiates instructions for the preparation of budget estimates and documents.

Compiles performance data through analysis of costs of operation programs in relation to services performed in previous fiscal years.

Directs the preparation of regular and special budget reports as required by law or requested by the President, Chief Financial Officer, or other appropriate Officials.

Periodically reviews operating budgets to analyze trends in relation to the overall fiscal requirements of the County.

Receives and compiles, following established format, all requests for changes in both personal and impersonal services on the part of individual departments for the coming fiscal year.

Confers with department heads and the Chairman of Finance Committee concerning anticipated expenses and the appropriation required to meet department needs.

**Knowledge, Skills and Abilities**

Thorough knowledge of the structure of Cook County Government including organization, administration and functions of the various departments, boards, commissions and committees.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in or skill pertaining to all aspects of formulation a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skill in the management of other professionals engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in the administration, analysis and review of budgetary, revenue or other financial resources; **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree.

Five (5) years' experience analysis and review of budgetary, revenue or other financial resources.

Prior supervisory or managerial work experience.

**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.**

# COUNTY OF COOK



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

Job Code: 0295  
Job Title: Administrative Analyst V  
Salary Grade: 023  
Bureau: Bureau of Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 9500262  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

As a senior member of the staff, handles the more complex and critical elements of reviewing budgetary requests from County departments and agencies. Reports directly to the Budget Director or Deputy Director of Operations Management to provide concise and timely information for presentation and review of the budget and Annual Appropriation Bill. Assumes primary responsibility for key areas of the department, such as developing replacement policy for specialized categories of equipment.

### **Key Responsibilities and Duties**

Meets with and assists the Director of Budget and Management Services and Deputy Director of Management Operations. Offers assistance on special projects and discusses changes in the preparation of the budget.

Assists other staff member (analysts) in MIS functions, such as data entry, reading of reports, and the ordering of reports.

Performs special project analysis on costing services; such as sheriffs security for courtrooms.

Serves as direct liaison between the Budget department and MIS. Knowledgeable of all aspects regarding the budget as it relates to the County mainframe. Attends all meeting with MIS analysts and programmers.

Coordinate extensively with major Cook County departments in their budget formation each fiscal year. Analyze each budget request (by account) and prepare preliminary departmental budgets. This includes verifying each budget request by account to determine the validity and justification for dollars requested.

Review, recommend, and initiate various methods, policies, procedures for enhancing budget preparation and analysis. Such as developing a Cost Allocation Plan for county reimbursement of Indirect Costs for the management of federally funded grant programs.

Responsible for heavy data entry at certain times during the budget cycle, particularly the reclassification of positions.

### **Knowledge, Skills and Abilities**

Knowledge of municipal finance, including the issuance of general obligation bonds.

Ability to prepare and design complete, clear and accurate reports for management and commissioners.

Skill in compiling data in database form such as paradox or access.

Knowledge of accounting, specifically fund accounting.

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

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate plus a minimum of one (1) year of experience working in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

### **Preferred Qualifications**

Master's degree in finance, accounting or business administration.

Five (5) years' experience in the administration, analysis and review of budgetary, revenue or other financial resources.

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: 0295  
Job Title: Administrative Analyst V  
Salary Grade: 023  
Bureau: Bureau of Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 9500264  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

As a senior member of the staff, handles the more complex and critical elements of reviewing budgetary requests from County departments and agencies. Reports directly to the Budget Director or Deputy Director of Operations Management to provide concise and timely information for presentation and review of the budget and Annual Appropriation Bill. Assumes primary responsibility for key areas of the department, such as developing replacement policy for specialized categories of equipment.

### **Key Responsibilities and Duties**

Meets with and assists the Director of Budget and Management Services and Deputy Director of Management Operations. Offers assistance on special projects and discusses changes in the preparation of the budget.

Assists other staff member (analysts) in MIS functions, such as data entry, reading of reports, and the ordering of reports.

Performs special project analysis on costing services; such as sheriffs security for courtrooms.

Serves as direct liaison between the Budget department and MIS. Knowledgeable of all aspects regarding the budget as it relates to the County mainframe. Attends all meeting with MIS analysts and programmers.

Coordinate extensively with major Cook County departments in their budget formation each fiscal year. Analyze each budget request (by account) and prepare preliminary departmental budgets. This includes verifying each budget request by account to determine the validity and justification for dollars requested.

Review, recommend, and initiate various methods, policies, procedures for enhancing budget preparation and analysis. Such as developing a Cost Allocation Plan for county reimbursement of Indirect Costs for the management of federally funded grant programs.

Responsible for heavy data entry at certain times during the budget cycle, particularly the reclassification of positions.

### **Knowledge, Skills and Abilities**

Knowledge of municipal finance, including the issuance of general obligation bonds.

Ability to prepare and design complete, clear and accurate reports for management and commissioners.

Skill in compiling data in database form such as paradox or access.

Knowledge of accounting, specifically fund accounting.

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

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate plus a minimum of one (1) year of experience working in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

### **Preferred Qualifications**

Master's degree in finance, accounting or business administration.

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: 5205  
Job Title: Deputy Director  
Salary Grade: 24  
Bureau: Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 9500254  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Functions in the capacity of Deputy Director in terms of overall responsibility to the department and its delivery of technical and operational services. Directs and supervises the day to day activity of professional and clerical staff. Meets and consults with County officials and department heads concerning budgetary matters. Personally handles complex problems, intricate research and study. Aids in the development of policy as it relates operations. Performs highly complex analysis, evaluation, and review of financial condition, revenues and expenditures of Cook County funds. Coordinates the work with Director in the preparation of the annual budget at all levels. Performs in the acting capacity as Budget Director in his/her absence or when that position is vacant.

### **Key Responsibilities and Duties**

Assists the Director with planning, organizing and implementing each phase of the budgetary process leading to completion of the Annual Appropriation Bill.

Directs and supervises work activity of professional and clerical staff; delegates responsibility for completing various projects to supervisory personnel.

Administers personnel functions of department; prepares employee evaluations, approves time off; responsible for training of clerical employees.

Attends meetings with department heads and County officials concerning budgetary matters; represents Budget and Management Services Director in Director's absence.

Oversees the review of purchase requisitions to verify that purchase orders submitted by County Departments are being charged to the proper object account, audits capital outlay requisitions to verify that the correct number and fixed asset items requested were approved.

Coordinates the distribution of budgetary forms to all departments of County government; provides assistance and monitors progress to assure prompt completion of forms.

Supervises Budget Analysts preparation of budget analysis of funds requested report for each unit of County government; reviews completed reports to assure that the data is accurate and presented properly for use by the President of the Cook County Board during Executive Budget Hearings.

Coordinates the production of the budget book to make sure that all information that is disclosed is accurate and correct.

Determines the potential cost and/or savings of projects.

Participates in confidential meetings and discussions relative to these and other matters.

**Knowledge, Skills and Abilities**

Knowledge of structure of Cook County Government including organization, administration and functions of the various departments, boards, commissioners and committees.

Through knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Through knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skills in the management of other professional engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' of experience in the administration, analysis and review of budgetary, revenue or other financial resources **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

Five (5) years' experience in the administration, analysis and review of budgetary, revenue or other financial resources.

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: 5217  
Job Title: Assistant Grants Manager Director  
Salary Grade: 24  
Bureau: Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 9500626  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The individual in this position reports to the Grants Management Director and is accountable for providing leadership for interdepartmental activities for the research, development and acquiring of grant funding for Cook County. Assist Grant Management Director with other projects as necessary and in the development of policy as it relates to the County's desire to seek grant funding. Responsible to assist in various grant accounting.

### **Key Responsibilities and Duties**

Supervise staff and serve as a liaison between Grants Management and Cook County Departments. Monitor compliance with grant restrictions and reporting. Coordinate all program audits and related follow up. Prepare, maintain and disseminate written policies and procedures for grant accounting, including revenue recognition. Assist with the budgeting process and clarification of expenses as requested.

### **Knowledge, Skills and Abilities**

Previous experience with financial issues related to grants Provide management with planning and coordination of grant development opportunities.

Collaborate with leadership and staff to actively pursue grant funding opportunities. Develop, recommend and implement policies and procedures related to grant management and applications.

Write proposals, author letters of inquiry and concept papers.

Manage project requirements.

Submit timely and accurate reports.

Demonstrated skills in developing, writing and managing grant proposals.

Strong writing, editing and proofreading skills.

Ability to utilize in Microsoft Office software, including Word, PowerPoint, and Excel.

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

Ability to work in a highly confidential environment.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in the administration, analysis and review of budgetary, revenue or other financial or grant related resources **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree or secondary degree.

Five (5) years' experience in the administration, analysis and review of budgetary, revenue or other financial or grant related resources.

Prior supervisory or managerial work experience.

Experience in grant development, management and writing.

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# COUNTY OF COOK



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

Job Code: 5235  
Job Title: Grants Management Director  
Salary Grade: 024  
Bureau: Finance  
Department: Budget & Management Services  
Dept. Budget No. 014  
Position I.D. 9500510  
Shakman Exempt

## Characteristics of the Position

### General Overview

Provide management with planning and coordination of grant development opportunities. Develop, recommend and implement policies and procedures related to grant management and applications. The individual in this position reports to the Budget & Management Services Director and is accountable for providing leadership for interdepartmental activities regarding the administration, acquiring and researching of Federal, State and Other restricted funds.

### Key Responsibilities and Duties

Meets all deadlines for periodic grant reports.

Produces grant proposals and executes timely submissions.

Maintains communication with all interested parties regarding status and reports of grant funding.

Author all grant timelines related to the Grant Management Program.

Work with departments to make grant opportunities available online.

Prepare, maintain and disseminate written policies and procedures for grant accounting, including revenue recognition. Assist with the budgeting process and clarification of expenses as requested.

Work with grant staff and to create a Review Committee with related expertise to ensure that all reporting requirements for application are met.

Monitor compliance with grant restrictions and reporting

Prepare, maintain and disseminate written policies and procedures for grant accounting, including revenue recognition.

Assist with the budgeting process and clarification of expenses as requested

### **Knowledge, Skills and Abilities**

Ability to research, write and monitor grant proposals.

Demonstrated record of success in grant writing and knowledge of the funding community.

Superb organizational skills; diligent attention to detail; ability to plan, track and complete long-range project deadlines and goals.

Ability to prioritize, track and implement multiple tasks simultaneously; ability to deal well with a large volume of work while maintaining high quality, efficiency, timeliness.

Outstanding communication skills, both written and oral.

Ability to utilize Microsoft Office software, including Word, PowerPoint, and Excel

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

Ability to work in a highly confidential environment.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years of experience in the administration, analysis and review of budgetary, revenue or other financial or grant related resources OR, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree or secondary degree.

Five (5) years grant development experience, including hands-on corporate and/or foundation grant writing responsibility desired. Must be able to demonstrate pattern of successful grant proposals.

Prior supervisory or managerial work experience.

Experience in grant development, management and writing.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 5669  
Job Title: Chief Performance Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Budget & Management Services  
Dept. Budget No. 014  
Position I.D. 9500251  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The position of Chief Performance Officer (“CPO”) shall be located in the Budget Department and the position shall report directly to the County Board President or his/her designee. The CPO is responsible for establishing and implementing a performance based management system and performance based budgeting process in Cook County in order to promote fiscal responsibility, innovative leadership, transparency and accountability and improved services. The CPO will lead cross-County executive performance review sessions to identify and resolve issues inhibiting higher productivity. The CPO will actively seek collaboration of the separately elected offices in order to consolidate services, determine policy, improve services and lower costs.

The CPO is responsible for developing operational performance measures as well as a strategic planning and evaluation process for all departments in order to fundamentally transform the County operations, enable further initiatives and improve productivity which will be tied to performance-based budgeting.

Directs and supervises the day to day activity of professional and clerical staff as it relates to performance management, including but not limited to budget analysts and industrial engineers in Budget and other County departments. Personally handles complex problems, intricate research and study.

### **Key Responsibilities and Duties**

Establish and implement performance based management system and performance based budgeting policy and process to promote a culture in Cook County of fiscal responsibility, innovative leadership, transparency and accountability and improved services.

Develop, implement and lead cross-County executive performance review sessions to identify and resolve issues inhibiting higher productivity and drives larger performance initiatives; serve as a thought partner in identifying and analyzing operational improvement opportunities.

Actively seek collaboration of the separately elected offices in order to make recommendations and policy for the consolidation of services and prepares departments for review sessions.

Assist the President and Director of Budget, Chief of Staff and Chief Financial Officer with planning, organizing and implementing performance based budgeting as a result of performance based management and synthesizes key budgeting decisions; develops reports and analysis to support budgeting decisions.

Responsible for coordinating and distributing the quarterly performance based management and budgeting reports and serves as the primary contact for dialogue with the County Board and the separately elected officials.

Identifies ongoing improvements in department performance management reporting and provides guidance on department best practices.

Directs and supervises work activity of professional and clerical staff, including but not limited to budget analysts and industrial engineers in duties related to performance based management and budgeting; delegates responsibility for completing various projects to supervisory personnel.

Attends meetings with department heads and County officials concerning performance based management and budgeting; represents the President on performance based management and budgeting matters.

### **Knowledge, Skills and Abilities**

Significant experience leading performance improvement efforts, either as a senior corporate executive or consultant.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skills in the management of other professional engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in finance, public or business administration PLUS a minimum of three (3) year's work experience leading performance improvement efforts, either as a senior corporate executive or consultant **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's degree.

Five (5) years' experience in the administration, analysis, and the review of large budgetary, revenue or other financial resources.

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: 5877  
Job Title: Deputy Chief Performance Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Budget and Management Services  
Dept. Budget No. 014  
Position I.D. 1200893  
Shakman Exempt

### *Characteristics of the position*

#### **General Overview**

The Position of Deputy Chief Performance Officer (“Deputy CPO”) shall be located in the Budget Department and the position shall report to the Chief Performance Officer (“CPO”). The Deputy CPO is responsible for assisting the CPO in establishing and implementing a performance based management policies, system and a performance based budgeting process in Cook County in order to promote fiscal responsibility, innovative leadership, transparency, accountability, and improved services.

The Deputy CPO is responsible for assisting the CPO in developing operational performance measures for all departments to transform County policies, operations, enable further initiatives, and improve productivity which will be tied to performance based budgeting.

The Deputy CPO coordinates work with the CPO in preparation of quarterly performance reports and cross-County executive performance review sessions. The Deputy CPO will assume primary responsibility for key activities in the office, including acting as a project leader for special projects and engaging in active collaboration County departments and the offices of the separately elected and appointed officials.

#### **Key Responsibilities and Duties**

Assists the CPO with strategic planning, implementation and modification of performance based management and budget policies and systems in all County offices and agencies, including but not limited to the offices of the separately elected and appointed officials.

Serves as a project leader on targeted special projects that may include cross agency collaboration and areas of high priority operational improvements.

Analyzes department operational performance data and identifies and resolves issues inhibiting higher productivity and makes recommendations for policy and operational changes.

Serves as a thought partner in identifying and analyzing operational improvement opportunities and identification and implementation of best practices and policies.

Responsible for assisting the CPO in the coordination and distribution of the quarterly performance based management and budgeting reports.

Assists the CPO in the organization and implementation of cross-County executive performance review sessions.

Assists the CPO in the direction and supervision of the work activity of professional and clerical staff, including but not limited to performance management analysts, budget analysts and industrial engineers in duties related to performance based management and budgeting.

Assists other staff members (analysts) in analysis and presentation of operational data.

**Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of program performance budgeting, government accounting and general public administration principles and practices.

Ability to work effectively with elected officials and senior administrators.

Ability to analyze complex financial and other statistical data.

Ability to develop policy, make sound judgments and recommend policy initiatives and effectively communicate and explain these to others.

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

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) year's professional work experience in public or policy administration, analysis and performance improvement efforts OR, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's degree.

Prior supervisory or managerial work experience.

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