

COUNTY OF COOK



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

Job Code: 0050
Job Title: Administrative Assistant IV
Salary Grade: 18
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500121
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance to the Chief Administrative Officer and First Assistant of the Chief Administrative Officer. Privy to highly confidential records regarding countywide policies, procedures and protocols. Acts as liaison between the Office of the Chief Administrative Officer and other county departments. Screens and refers issues not requiring the immediate attention of the department head or other office officials. Oversees the working conditions and office management details. Supervises and coordinates the activities of the department's clerical staff. Reviews and verifies the accuracy of reports and information. Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency. May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Key Responsibilities and Duties

Provides administrative assistance to the Chief Administrative Officer and First Assistant of the Chief Administrative Officer.

Privy to highly confidential records regarding countywide policies, procedures and protocols.

Reproduces and maintains confidential letter, records and memorandum.

Responsible for securing confidential accounts, documents and invoices. Maintains department personnel records which include demographics, medical documentation/history and reprimands.

Acts a liaison between the Office of the Chief Administrative Officer and other County departments.

Screens and refers issues not requiring the immediate attention of the department head or other office officials.

May assist in the interpretation of office policies and procedures.

Oversees the working conditions of the office and other details. Maintains order and security of office information and activities which requires the exercising of considerable discretion, initiative and resourcefulness.

Supervises and coordinates the activities of the department's clerical staff.

Reviews and verifies the accuracy of reports and information.

Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency.

Determines methods for changing situations and implementing alternative procedures for maintaining an orderly work flow.

May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Attends all meetings pertaining to office policies and payroll procedures.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Ability to be tactful and exercise diplomacy in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of personal computer and software programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of Cook County, particularly the Office of the Chief Administrative Officer.

Knowledge of the services performed by the professional areas of the department.

Thorough knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.) office practices and procedures.

Knowledge of good office management principles.

Skill and accuracy in the control, organization and maintenance of files and records.

Knowledge of Word Perfect, Word, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administration, supervisory and professional personnel in maintaining adequate services.

Knowledge of payroll functions, payroll records and administration.

Skill in the application of sound mathematic principles and basic bookkeeping methods relative to maintaining payroll records.

Ability to demonstrate good administrative and supervisory skills.

Ability to supervise and effectively evaluate subordinate staff.

Ability to communicate effectively both verbally and in written form.

Minimum Qualifications

High School Diploma or GED certification PLUS one (1) year of experience in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

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: 0051
Job Title: Administrative Assistant V
Salary Grade: 20
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500113
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance to the Chief Administrative Officer. Privy to highly confidential records regarding countywide policies, procedures and protocols. Acts as liaison between the Office of the Chief Administrative Officer and other county departments. Screens and refers issues not requiring the immediate attention of the department head or other office officials. Oversees the working conditions and office management details. Supervises and coordinates the activities of the department's clerical staff. Reviews and verifies the accuracy of reports and information. Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency. May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Key Responsibilities and Duties

Provides administrative assistance to the Chief Administrative Officer.

Privy to highly confidential records regarding countywide policies, procedures and protocols.

Reproduces and maintains confidential letters, records and memorandum.

Responsible for securing confidential accounts, documents and invoices

Maintains department personnel records which include demographics, medical documentation/history and reprimands.

Acts a liaison between the Office of the Chief Administrative Officer and other County departments.

Screens and refers issues not requiring the immediate attention of the department head or other office officials.

May assist in the interpretation of office policies and procedures.

Oversees the working conditions of the office and other details. Maintains order and security of office information and activities which requires the exercising of considerable discretion, initiative and resourcefulness.

Supervises and coordinates the activities of the department's clerical staff.

Reviews and verifies the accuracy of reports and information.

Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency.

Determines methods for changing situations and implementing alternative procedures for maintaining an orderly work flow.

May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Attends all meetings pertaining to office policies and payroll procedures.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Ability to be tactful and exercise diplomacy in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of personal computer and software programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of Cook County, particularly the Office of the Chief Administrative Officer.

Knowledge of the services performed by the professional areas of the department.

Thorough knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.) office practices and procedures.

Knowledge of good office management principles.

Skill and accuracy in the control, organization and maintenance of files and records.

Knowledge of Word Perfect, Word, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administration, supervisory and professional personnel in maintaining adequate services.

Knowledge of payroll functions, payroll records and administration.

Skill in the application of sound mathematic principles and basic bookkeeping methods relative to maintaining payroll records.

Ability to demonstrate good administrative and supervisory skills.

Ability to supervise and effectively evaluate subordinate staff.

Ability to communicate effectively both verbally and in written form.

Minimum Qualifications

High School Diploma or GED certification PLUS one (1) year of experience in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

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: 0052
Job Title: Chief Administrative Officer
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500105
Shakman Exempt

Characteristics of the Position

General Overview

The Chief Administrative Officer for the Bureau of Administration is responsible for the general oversight of fourteen (14) agencies and departments which provides administrative support within county government and/or provides certain public services to the people of Cook County. The Chief Administrative Officer supervises, directs, plans and is responsible for the management and direction of the Bureau of Administration. He/she receives the authority directly from the President and the County Board. Supervises and directs all administrative actions in conformance with the laws, decisions and authorizations of the President and the Board. Attends all meetings of the County Board and its committees. Consults with department heads and the President and reports to the County Board as required.

Key Responsibilities and Duties

Consults with the County President and the Commissioners of the Cook County Board to recommend and discuss policies, procedures, goals and objectives, services etc. relative to departments with the Bureau.

Develops recommendations concerning inefficient procedures in order to rectify any existing or expected problems and concerns.

Oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

Supervises the staff of the Office of the Chief Administrative Officer.

Directs and reviews the activities of the staff; ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years' experience in government administration, public service or law **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Public Administration, Business or Finance.

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: 23
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500109
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer and department heads with the development of budgets, the development of policies, programs and other administrative functions relative to assigned agencies with the Bureau of Administration. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality. Represents the Chief Administrative Officer on the Employee Injury Compensation Committee. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Reviews and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Coordinates special projects.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that County policies are enforced.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality.

Coordinates management reports submitted by all departments under the Bureau to monitor departmental progress and ensure compliance with County policies.

Acts as the Human Resources liaison. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Ensures that the County adheres to policies, particularly the Shakman Decree.

Coordinates special projects such as the Charity Drives, Food Drives, Coat Drive and United Negro College Fund.

Knowledge, Skills and Abilities

Knowledge of the Cook County Government's function and purpose.

Extensive knowledge of policies and procedures governing the County. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to use discretion in handling confidential information.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situation.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons and other county agencies in resolving issues of a sensitive nature.

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts and take appropriate action.

Good interpersonal relations skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Excellent writing skills, ability to clearly articulate written documents.

Ability to demonstrate administrative and supervisory skills.

Ability to manage multiple projects effectively.

Minimum Qualifications

High School Diploma or GED Certificate PLUS a minimum of one (1) year of professional administrative experience **OR** graduation from an accredited college of university with a Bachelor's Degree.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience including experience with budget development and tracking.

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: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. No. 1000982
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.

Skill in legislative writing and analysis as well as grant research and writing.

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

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.

The duties listed are not set forth for purpose 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.

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: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. No. 1000983
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 knowledgeable 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.

Skill in legislative writing and analysis as well as grant research and writing.

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

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.

The duties listed are not set forth for purpose 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.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0854
Job Title: Public Information Officer
Salary Grade: 20
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 1000981
Shakman Exempt

Characteristics of the Position

General Overview:

The Public Information Officer is responsible for the overall management and control of any contacts the Department or Bureau may have with the press or other media relative to explaining, reporting and promoting through the media points of information and programs regarding the Department and provides accurate and supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Authorizes all quotes as approved by the President's public affairs team and Director in newsletters, resolutions, congratulatory letters, press releases, etc. Speaks on behalf of and for the Director, as necessary and approved by the President's Department of Public Affairs and Communications.

Key Responsibilities and Duties:

Represents the Director and his/her administration before the media and coordinating media access to the President.

Participates in or attends confidential discussions with the Director and executives and other staff to respond to media inquiries or address County programs.

Develops strategies for public dissemination of County information and programs regarding Department directives.

Compiles press clippings, organizes and manages the photo morgue and press release/speech morgue for records and easy reference.

Composes reports and papers to inform the Cook County Board President and Commissioners of Cook County regarding department programs.

Prepares press briefs for the Director as approved by the President's Public Affairs team; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Assists in the development of the overall communication program for the Department; developing goals and objectives.

Supervises and trains staff engaged in assisting in the aforementioned matters.

May serve as the Department's Freedom of Information Officer, consulting with the Department's Legal Counsel and President's Counsel as necessary in response to said inquiries.

Knowledge, Skills and Abilities:

Ability to provide concise but thorough communications to the Cook County Board President and Commissioners of Cook County regarding matters related to Department.

Ability to call, manage and attend all press briefings for the Director as approved by the President's Public Affairs Team or Director.

Ability to converse effectively and speak with authority on matters related to the department.

Thorough knowledge of public relations and proper rhetoric; knowledge of the press and media.

Thorough knowledge of Cook County government and the Office of the President.

Skill in speech writing; composing material for public release or presentation.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents.

Ability to handle sensitive public relations matters.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience in Communications or Public Relations **OR**, graduation from an accredited college or university with a bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from an accredited college, university, or School of Broadcasting with a degree in Communications, Public Relations, or Journalism.

Professional work experience in media and/or public relations fields.

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.

COUNTY OF COOK



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

Job Code: 1031
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 0017509
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that departments within the Bureau of Administration effectively and efficiently meet their goals and objectives. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer. Serves as liaison between the Office of the Chief Administrative Officer and other departments with the Bureau of Administration.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions relative to agencies and functions within their jurisdiction.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer; ensures and maintains confidentiality.

Serves as liaison between the Office of the Chief Administrative Officer and other departments within the Bureau of Administration.

Monitors work projects, assigned by the Chief Administrative Officer, to ensure departments have the necessary resources to perform their expected functions.

Coordinates executive itineraries and agendas.

Bridges issues of concern between County departments and supportive staffs and operations.

Knowledge, Skills and Abilities

Knowledge of Cook County Government's functions and purpose.

Extensive knowledge of policies and procedures governing the County.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills, ability to articulate through written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' professional administrative experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience.

Prior supervisory or managerial 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: 1557
Job Title: Director of Veteran Affairs
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9517506
Shakman Exempt

Characteristics of the Position

General Overview

Functions as the Director of Veterans Affairs serving as the President's designee before veterans assistance groups and organizations. The Director of Veterans Affairs is responsible for formulating policies, programs and legislation on behalf of the President regarding veterans assistance and related matters. Responsible for maintaining working relationships with state and federal Veterans Assistance Programs, serving as a liaison to the Cook County Veterans Assistance Commission and various assistance commissions across the State to ensure that qualified veterans obtain assistance. Monitors veterans' legislation, at the local and federal levels.

Key Responsibilities and Duties

Formulates implements and interprets policy and procedures, as it relates to planning and drafting programs with state and federal Veterans Assistance Programs, as well as other governmental agencies.

Confers with state and local elected officials, in order to obtain their support in veterans' affairs.

Serves as the President's liaison to the Cook County Veterans Assistance Commission.

Determines the eligibility of veterans seeking assistance; reviews verification of their status prior to receiving assistance.

Assists veterans with job placements, as well as utility, transportation and burial assistance in their time of need.

Provides information to veterans and their families on agency programs and procedures; advises veterans of their rights regarding benefits.

Works with the President on various legislative initiatives effecting veterans.

Knowledge, Skills and Abilities

General Knowledge of Federal, State and Local Veterans Affairs and/or Organizations, as relates to assisting Veterans.

Ability to communicate effectively with tact and courtesy with the general public and in a professional manner either by telephone or in-person.

Knowledge of good office management principles; knowledge of good supervisory and training techniques.

Ability to act independently in making decisions and in meeting new problems in the absence of the Superintendent.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS previous work related experience demonstrating familiarity with and the ability to address and manage veterans' affairs. Status as a veteran in good standing, in one of the five branches of the United States Armed Services.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from a college or university with a Bachelor's Degree in business administration, public administration or other related field PLUS three to four years professional administrative experience of a responsible nature.

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: 5210
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9900092
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that departments within the Bureau of Administration effectively and efficiently meet their goals and objectives. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer. Serves as liaison between the Office of the Chief Administrative Officer and other departments with the Bureau of Administration.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions relative to agencies and functions within their jurisdiction.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer; ensures and maintains confidentiality.

Serves as liaison between the Office of the Chief Administrative Officer and other departments within the Bureau of Administration.

Monitors work projects, assigned by the Chief Administrative Officer, to ensure departments have the necessary resources to perform their expected functions.

Coordinates executive itineraries and agendas.

Bridges issues of concern between County departments and supportive staffs and operations.

Knowledge, Skills and Abilities

Knowledge of Cook County Government's functions and purpose.

Extensive knowledge of policies and procedures governing the County.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills, ability to articulate through written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years professional administrative experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience.

Prior supervisory or managerial 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: 5210
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9900108
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that departments within the Bureau of Administration effectively and efficiently meet their goals and objectives. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer. Serves as liaison between the Office of the Chief Administrative Officer and other departments with the Bureau of Administration.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions relative to agencies and functions within their jurisdiction.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer; ensures and maintains confidentiality.

Serves as liaison between the Office of the Chief Administrative Officer and other departments within the Bureau of Administration.

Monitors work projects, assigned by the Chief Administrative Officer, to ensure departments have the necessary resources to perform their expected functions.

Coordinates executive itineraries and agendas.

Bridges issues of concern between County departments and supportive staffs and operations.

Knowledge, Skills and Abilities

Knowledge of Cook County Government's functions and purpose.

Extensive knowledge of policies and procedures governing the County.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills, ability to articulate through written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years professional administrative experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience.

Prior supervisory or managerial 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: 5299
Job Title: Deputy Chief Administrative Officer
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500107
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer with the oversight of departments within the Bureau of Administration. Assists the Chief Administrative Officer in the development of policies, programs and other executive functions. Develops recommendations concerning inefficient procedures to develop more effective work methods and County policy. Supervises, instructs and directs the work activities of staff in the Office of the CAO. Works directly with the department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief Administrative Officer which oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief Administrative Officer with reviewing the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the Cook County Board.

Supervises the staff of the Office of the Chief Administrative Officer. Directs and reviews the activities of the staff, ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in government administration and/or budget analysis **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business Administration or Juris Doctorate.

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: 5299
Job Title: Deputy Chief Administrative Officer
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 1000980
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer with the oversight of departments within the Bureau of Administration. Assists the Chief Administrative Officer in the development of policies, programs and other executive functions. Develops recommendations concerning inefficient procedures to develop more effective work methods and County policy. Supervises, instructs and directs the work activities of staff in the Office of the CAO. Works directly with the department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief Administrative Officer which oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief Administrative Officer with reviewing the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the Cook County Board.

Supervises the staff of the Office of the Chief Administrative Officer. Directs and reviews the activities of the staff, ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in government administration and/or budget analysis **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business Administration or Juris Doctorate.

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: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 1000984
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the bureau chief or director in all 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 including in matters related to and the Office of the Cook County State's attorney as required.

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 States' Attorneys' 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

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Minimum Qualifications

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

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 and government.

Preferred Qualifications

Five (5) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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.