

# COUNTY OF COOK



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

Job Code: 0019  
Job Title: Deputy Chief Financial Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9501541  
Shakman Exempt

## Characteristics of the Position

### General Overview

Responsible, with the Chief Financial Officer, for the overall planning and development of County fiscal policy and oversight of all financial operations under the auspices of the President and County Board; assists the Chief Financial Officer in the coordination of various departments and agencies, including Purchasing, Risk Management, Budget, Comptroller, Revenue and Contract and Compliance. Monitors existing sources of revenue and explores potential sources of new revenue. Assists CFO with reconciliation of cash from bond proceeds deposited in back accounts and expended for capital equipment and capital improvement projects.

### Key Responsibilities and Duties

Assists in designing and developing an effective strategy for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of sound fiscal policy affecting County operations.

Assists in ensuring smooth operation among departments having access to and responsibility for the management, accounting, expenditure and control of County funds; these departments include the Comptroller, Auditor, Budget & Management Services, Purchasing, Contract Compliance, Risk Management and Revenue.

Assumes responsibility for designated projects requiring oversight at the Bureau level; meets with department heads and officials to monitor various projects, assess progress in light of goals and objectives, and convey information and directives from the CFO.

Consults with and advises the CFO in a wide variety of confidential and policy-making decisions; assists in preparations to the Board, executive management and other internal and external audiences as required.

Assists in recommending and implementing organizational administrative changes aimed at achieving an optimum level of operating efficiency, reduction of duplication of services and consolidation of resources. Helps prepare a viable business model by which such goals may be met.

Assists in ensuring that all applicable ordinances, guidelines and legal requirements are met in the execution of financial operations; assists in establishing and maintaining professional standards or performance and providing leadership in the development of common goals and objectives among departments involved in fiscal operations.

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

Thorough knowledge of the principles of municipal finance, data information systems, risk management, purchasing and related areas, as they pertain to government affairs.

Thorough knowledge of financial planning, accounting, auditing principles, and cash management.

Ability to direct and oversee important projects and the efforts of others.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to act independently to make sound financial decisions, conduct meetings, analyze facts and situations and determine an appropriate course of action.

Ability to effectively communicate to others salient facts concerning the County's overall financial standing and prospective changes related thereto.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' experience of a highly responsible nature in Finance, Accounting, Banking or Business Administration **OR** equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's Degree in Accounting, Finance, Commerce or Business Administration.

Five (5) or more years' experience of a highly responsible nature in Finance, Accounting,

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**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: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500513  
Shakman Exempt

## Characteristics of the Position

### General Overview

Performs as an executive assistant to the Chief Financial Officer and Deputy Chief Financial Officer, providing technical support on issues of financial analysis between professional staff, management and other personnel. Assists in the formulation and interpretation of financial reports and procedures. Performs highly confidential executive work related to the operational and analytical functions within the Bureau. Serves as a key liaison in controls between and among inter-active department and agencies. Manages the development of financial standards and methods of support relative to such standards. Assists management in evaluating plans and programs in regards to efficiency of Bureau operations. Maintains the confidentiality of the Chief Financial Officer's files, records and correspondences, particularly with respect to work-in-progress materials dealing with policy changes or matters to be reviewed by the Board President.

### Key Responsibilities and Duties

Responsible for a variety of tasks and procedures relative to RFP (request for proposal) activities with an aim toward determining the best proposals for award of a contract.

Prepares cost analysis and objective comparison of proposals to enable and assist upper management in decision-making matters.

Designs evaluation tools for various financial reports to assist the Chief Financial Officer in the decision making process.

Researches topics in the financial arena. Studies and reviews organizational relationships with respect to strategies, objectives, and functions to ensure continued improvement and effectiveness of operations.

Develops, manages and coordinates preparation of materials to assist the Chief Financial Officer in decision making process.

May assist the Deputy Chief Financial Officer with operational and analytical functions within the Bureau.

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

Knowledge of the principles and techniques of financial analysis.

Skill in researching, including organizational skills and mathematical analysis.

Ability to perform independently in completing job assignments.

Ability to prioritize job assignments when necessary.

Skill in the application of sound mathematic principles and basis bookkeeping methods.

Ability to respond in a timely manner to matters of unresolved business.

Thorough knowledge of correct business language usage, punctuation and grammar, and their proper application to business forms, letters, records, and reports, where applicable.

Skill and proficiency in the use of a personal computer and the application of software used in financial analysis.

Ability to communicate tactfully and with courtesy.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

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

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# COUNTY OF COOK



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

Job Code: 0120  
Job Title: Chief Financial Officer  
Salary Grade: 024  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500509  
Shakman Exempt

## Characteristics of the Position

### General Overview

Responsible for the overall planning and development of fiscal policy for Cook County Government; oversees all financial operations under the auspices of the President and County Board, and functions as chief administrator in the coordination of several departments and agencies, including Purchasing, Risk Management, Budget, Comptroller, Revenue, Contract Compliance. Ensures that the fiduciary responsibilities of the County and its agencies are met, that funds are adequate for current expenditures and that projected expenses are monetarily sound. Monitors existing sources of revenue and explores potential sources of new revenue. Issues bonds on behalf of County to fund Capital Equipment and Capital Improvement projects. Consults with and advises the President in all matters related to financial policy. Recommends and implements policy changes as necessary and informs County Departments of same.

### Key Responsibilities and Duties

Designs and develops and effective strategy for the efficient and systematic coordination of all county fiscal policies and procedures, particularly in those areas where such coordination may be lacking; institutes new methods and provides administrative direction to ensure smooth operation among departments having access to and responsibility for the management, accounting expenditure and control of County funds, primarily in departments under the jurisdiction of the President: Comptroller, Auditor,

Budget & Management Services, Purchasing, Risk Management, Revenue and Contract Compliance.

Promotes standardization, improvement, simplification and modernization of operating systems and procedures relative to all financial activities under the aegis of the above departments.

Recommends and implements organizational administrative changes aimed at achieving an optimum level of operating efficiency, reduction of duplication of services and consolidation of resources.

Ensures that all applicable ordinances, rules, guidelines and legal requirements are met in the execution of financial operations; establishes and maintains professional standards of performance and provides leadership in the development of common goals and objectives among departments involved in fiscal operations.

Ensures that the legislative intent of the County Board and directives of the President are met.

Assumes primary responsibility for the timely and efficient execution of the annual budgetary process; presides over budget meetings with department heads and Elected Officials, oversees the preparation of the Executive Budget Recommendations and Annual Appropriation Bill, based upon consultations with the President, Chairman of the Finance Committee and executive staff.

Consults with Comptroller and Auditor for purposes of reviewing estimated revenues and other available resources, assets and liabilities, debt services and periodic fund balances.

Prepares an accurate and long range assessment of the County's financial posture; advises President and County Board and may represent the County in dealing with financial institutions.

Provides assistance, guidance and direction to County Officials, departments and agencies, as needed or as directed by the President.

May confer with County Treasurer and other Elected Officials regarding collection of taxes, fees and other revenues, investment of funds and coordination of State and Federal Funds.

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

Thorough knowledge of the principles of municipal finance; knowledge of the uses and applications of computer systems and programs to achieve goals and objectives related to the above duties, risk management, purchasing and related areas, as they pertain to government affairs.

Thorough knowledge of financial planning, accounting and auditing principles.

Ability to act independently to make sound financial decisions, conduct meetings, analyze facts and situations and determine an appropriate course of action.

Skill in providing direction to high-ranking managers and administrators engaged in financial operations of far reaching importance; ability to interpret highly technical information and devise strategy and policies relevant to meeting established goals for each department.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience of a highly responsible nature in Finance, Accounting, Banking or Business Administration in the public or private sector **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Accounting, Finance, Commerce or Business Administration.

Five (5) or more years' experience of a highly responsible nature in Finance, Public Finance or Accounting.

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# COUNTY OF COOK



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

Job Code: 0294  
Job Title: Administrative Analyst IV  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500511  
Shakman Exempt

## Characteristics of the Position

### General Overview

Performs as an executive assistant to the Chief Financial Officer. Acts as a personal representative or liaison on behalf of the Chief Financial Officer on issues of common concern between professional staff, management and supportive staff. Performs highly confidential secretarial work related to the day to day business affairs of the CFO and involving confidential documents, reports, position papers. Attends meetings, including those of a confidential nature and maintains records and documents, reviews and prepares correspondence and works independently to organize priorities.

### Key Responsibilities and Duties

Performs highly confidential administrative work for the Chief Financial Officer. Handles a wide variety of complex administrative situations and conflicts within the department. Ensures the accuracy and timeliness of work projects; instructs and directs other department and Bureau staff as directed by the Chief Financial Officer.

Acts as an office manager to the Office of the Chief Financial Officer which includes coordinating the ordering of supplies, furniture, work orders, purchase requisitions, 29A's, etc.

Prepares agenda for meetings and conferences which includes participants, topics of discussion, supporting backup materials and securing room for meetings.

Performs timekeeping duties for Bureau employees and handles payroll matters to ensure that all employees are properly compensated.

Acts as a key liaison between the Chief Financial Officer and interactive departments and agencies.

Attends meetings and represents the department; takes minutes at meetings and maintains confidential documents pertaining to such meetings.

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

Knowledge of principles and techniques of office practices and procedures.

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

Ability to perform independently in completing job assignments.

Ability to prioritize job assignments when necessary.

Skill in the application of sound mathematic principles and basic bookkeeping methods.

Ability to respond in a timely manner to matters of unresolved business.

Thorough knowledge of correct business language usage, punctuation and grammar, and their proper application to business forms, letters, records and reports, where applicable.

Skill and proficiency in the use of a personal computer.

Composes and drafts original correspondence on behalf of the CFO.

Ability to communicate tactfully and with courtesy.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

Master's Degree in Business Management or Public Administration.

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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: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 1000992  
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 of 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.

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JC: 0620 Revised – 05/02/2012

## 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: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 1000991  
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.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5426  
Job Title: Financial Research Analyst IV  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500014  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Research, Analysis and Forecasting team is comprised of individuals with complimentary areas of expertise, knowledge and experience. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

The Financial Research Analyst supports the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis.

### **Key Responsibilities and Duties**

Responsibilities include various ongoing and one-time projects. A project's scope may include part of or all of the areas listed below. The Analyst's focus will usually be on the financial, legal, statistical and/or strategic side of a project.

Assist the Chief Financial Officer, Director of Budget and Management Services or other department Directors or Managers on special projects.

Develop program plans which satisfy legal, County or customer requirements for program status.

Participate as a member of the Bond Team in the issuance of bonds, ongoing compliance and other bond related issues that arise.

Develop and administer protocols for bond compliance to ensure that the County complies with County ordinances, State and Federal statutes and contractual obligations related to the County's current and future bond issues.

Establish, nurture and maintain relationships with subject matter experts within and outside County government.

Utilize automated data collection and reporting systems and techniques to monitor programs and projects against the forecasts. Prepare variance analyses and identify appropriate corrective action. Revise forecasts to reflect variances.

Analyze program status to provide up-to-date Estimates To Complete (ETC) and Estimates At Completion (EAC).

Develop policies and standard operating procedures for processes that fall under the authority of the Chief Financial Officer.

Develop or participate in the development and review of Requests for Proposals (RFP) for the Bureau of Finance.

Analyze historic and current program performance data to develop cost and schedule estimates in response to requests for proposal submissions. Prepare supporting data to be used in negotiations, audits and fact findings.

Analyze current revenue processes, revenue received by Cook County from various departments and sources, revenue timing differences and taxes received by Cook County and other local taxing jurisdictions from the State of Illinois. Compare Cook County's processes to other governments with similar tax types.

Compile revenue estimates and explanations to support revenue estimates received from various Departments, and suggest various revenue initiatives.

Research existing and new revenues and fee types, revenue issues, State laws and County Code, and present legal/historical facts.

Prepare correspondence, fund reconciliations, and promote timely reporting.

Develop questions and observations. Organize facts for various issues and suggest reporting improvements.

Recommend and implement improvements to current processes.

Participate in or contribute to process/quality improvement teams and/or initiatives.

Support or implement performance driven changes in processes and procedures.

Assist in the preparation of the annual operating and five year financial forecasts.

Coordinate internal and external program audits.

Perform other duties and responsibilities as required.

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

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

Strong analytical skills and demonstrated ability to perform complex analysis.

Advanced knowledge of Microsoft Office products.

Financial forecasting experience.

Ability to interface with all levels of management.

Ability to work well in a team environment.

Excellent written and oral communication and presentation skills.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

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

Five (5) or more years' experience in Finance, Business Management or Public Administration.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5426  
Job Title: Financial Research Analyst IV  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500010  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Research, Analysis and Forecasting team is comprised of individuals with complimentary areas of expertise, knowledge and experience. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

The Financial Research Analyst supports the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis.

### **Key Responsibilities and Duties**

Responsibilities include various ongoing and one-time projects. A project's scope may include part of or all of the areas listed below. The Analyst's focus will usually be on the financial, legal, statistical and/or strategic side of a project.

Assist the Chief Financial Officer, Director of Budget and Management Services or other department Directors or Managers on special projects.

Develop program plans which satisfy legal, County or customer requirements for program status.

Participate as a member of the Bond Team in the issuance of bonds, ongoing compliance and other bond related issues that arise.

Develop and administer protocols for bond compliance to ensure that the County complies with County ordinances, State and Federal statutes and contractual obligations related to the County's current and future bond issues.

Establish, nurture and maintain relationships with subject matter experts within and outside County government.

Utilize automated data collection and reporting systems and techniques to monitor programs and projects against the forecasts. Prepare variance analyses and identify appropriate corrective action. Revise forecasts to reflect variances.

Analyze program status to provide up-to-date Estimates To Complete (ETC) and Estimates At Completion (EAC).

Develop policies and standard operating procedures for processes that fall under the authority of the Chief Financial Officer.

Develop or participate in the development and review of Requests for Proposals (RFP) for the Bureau of Finance.

Analyze historic and current program performance data to develop cost and schedule estimates in response to requests for proposal submissions. Prepare supporting data to be used in negotiations, audits and fact findings.

Analyze current revenue processes, revenue received by Cook County from various departments and sources, revenue timing differences and taxes received by Cook County and other local taxing jurisdictions from the State of Illinois. Compare Cook County's processes to other governments with similar tax types.

Compile revenue estimates and explanations to support revenue estimates received from various Departments, and suggest various revenue initiatives.

Research existing and new revenues and fee types, revenue issues, State laws and County Code, and present legal / historical facts.

Prepare correspondence, fund reconciliations, and promote timely reporting.

Develop questions and observations. Organize facts for various issues and suggest reporting improvements.

Recommend and implement improvements to current processes.

Participate in or contribute to process/quality improvement teams and/or initiatives.

Support or implement performance driven changes in processes and procedures.

Assist in the preparation of the annual operating and five year financial forecasts.

Coordinate internal and external program audits.

Perform other duties and responsibilities as required.

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

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

Strong analytical skills and demonstrated ability to perform complex analysis.

Advanced knowledge of Microsoft Office products.

Financial forecasting experience.

Ability to interface with all levels of management.

Ability to work well in a team environment.

Excellent written and oral communication and presentation skills.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

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

Five (5) or more years' experience in Finance, Business Management or Public Administration.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5426  
Job Title: Financial Research Analyst IV  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 9500042  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Research, Analysis and Forecasting team is comprised of individuals with complimentary areas of expertise, knowledge and experience. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

The Financial Research Analyst supports the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis.

### **Key Responsibilities and Duties**

Responsibilities include various ongoing and one-time projects. A project's scope may include part of or all of the areas listed below. The Analyst's focus will usually be on the financial, legal, statistical and/or strategic side of a project.

Assist the Chief Financial Officer, Director of Budget and Management Services or other department Directors or Managers on special projects.

Develop program plans which satisfy legal, County or customer requirements for program status.

Participate as a member of the Bond Team in the issuance of bonds, ongoing compliance and other bond related issues that arise.

Develop and administer protocols for bond compliance to ensure that the County complies with County ordinances, State and Federal statutes and contractual obligations related to the County's current and future bond issues.

Establish, nurture and maintain relationships with subject matter experts within and outside County government.

Utilize automated data collection and reporting systems and techniques to monitor programs and projects against the forecasts. Prepare variance analyses and identify appropriate corrective action. Revise forecasts to reflect variances.

Analyze program status to provide up-to-date Estimates to Complete (ETC) and Estimates At Completion (EAC).

Develop policies and standard operating procedures for processes that fall under the authority of the Chief Financial Officer.

Develop or participate in the development and review of Requests for Proposals (RFP) for the Bureau of Finance.

Analyze historic and current program performance data to develop cost and schedule estimates in response to requests for proposal submissions. Prepare supporting data to be used in negotiations, audits and fact findings.

Analyze current revenue processes, revenue received by Cook County from various departments and sources, revenue timing differences and taxes received by Cook County and other local taxing jurisdictions from the State of Illinois. Compare Cook County's processes to other governments with similar tax types.

Compile revenue estimates and explanations to support revenue estimates received from various Departments, and suggest various revenue initiatives.

Research existing and new revenues and fee types, revenue issues, State laws and County Code, and present legal / historical facts.

Prepare correspondence, fund reconciliations, and promote timely reporting.

Develop questions and observations. Organize facts for various issues and suggest reporting improvements.

Recommend and implement improvements to current processes.

Participate in or contribute to process/quality improvement teams and/or initiatives.

Support or implement performance driven changes in processes and procedures.

Assist in the preparation of the annual operating and five year financial forecasts.

Coordinate internal and external program audits.

Perform other duties and responsibilities as required.

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

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

Strong analytical skills and demonstrated ability to perform complex analysis.

Advanced knowledge of Microsoft Office products.

Financial forecasting experience.

Ability to interface with all levels of management.

Ability to work well in a team environment.

Excellent written and oral communication and presentation skills.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

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

Five (5) or more years' experience in Finance, Business Management or Public Administration.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5426  
Job Title: Financial Research Analyst IV  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 0903307  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Research, Analysis and Forecasting team is comprised of individuals with complimentary areas of expertise, knowledge and experience. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

The Financial Research Analyst supports the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis.

### **Key Responsibilities and Duties**

Responsibilities include various ongoing and one-time projects. A project's scope may include part of or all of the areas listed below. The Analyst's focus will usually be on the financial, legal, statistical and/or strategic side of a project.

Assist the Chief Financial Officer, Director of Budget and Management Services or other department Directors or Managers on special projects.

Develop program plans which satisfy legal, County or customer requirements for program status.

Participate as a member of the Bond Team in the issuance of bonds, ongoing compliance and other bond related issues that arise.

Develop and administer protocols for bond compliance to ensure that the County complies with County ordinances, State and Federal statutes and contractual obligations related to the County's current and future bond issues.

Establish, nurture and maintain relationships with subject matter experts within and outside County government.

Utilize automated data collection and reporting systems and techniques to monitor programs and projects against the forecasts. Prepare variance analyses and identify appropriate corrective action. Revise forecasts to reflect variances.

Analyze program status to provide up-to-date Estimates To Complete (ETC) and Estimates At Completion (EAC).

Develop policies and standard operating procedures for processes that fall under the authority of the Chief Financial Officer.

Develop or participate in the development and review of Requests for Proposals (RFP) for the Bureau of Finance.

Analyze historic and current program performance data to develop cost and schedule estimates in response to requests for proposal submissions. Prepare supporting data to be used in negotiations, audits and fact findings.

Analyze current revenue processes, revenue received by Cook County from various departments and sources, revenue timing differences and taxes received by Cook County and other local taxing jurisdictions from the State of Illinois. Compare Cook County's processes to other governments with similar tax types.

Compile revenue estimates and explanations to support revenue estimates received from various Departments, and suggest various revenue initiatives.

Research existing and new revenues and fee types, revenue issues, State laws and County Code, and present legal / historical facts.

Prepare correspondence, fund reconciliations, and promote timely reporting.

Develop questions and observations. Organize facts for various issues and suggest reporting improvements.

Recommend and implement improvements to current processes.

Participate in or contribute to process/quality improvement teams and/or initiatives.

Support or implement performance driven changes in processes and procedures.

Assist in the preparation of the annual operating and five year financial forecasts.

Coordinate internal and external program audits.

Perform other duties and responsibilities as required.

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

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

Strong analytical skills and demonstrated ability to perform complex analysis.

Advanced knowledge of Microsoft Office products.

Financial forecasting experience.

Ability to interface with all levels of management.

Ability to work well in a team environment.

Excellent written and oral communication and presentation skills.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

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

Five (5) or more years' experience in Finance, Business Management or Public Administration.

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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: Finance  
Department: Office of the Chief Financial Officer  
Dept. Budget No. 021  
Position I.D. 1000990  
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 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:**

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.

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