

COUNTY OF COOK



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

Job Code: 0081
Job Title: Director
Salary Grade: 24
Bureau: Finance
Department: Office of Contract Compliance
Dept. Budget No. 022
Position I.D. 9500514
Shakman Exempt

Characteristics of the Position

General Overview

In accordance with and as authorized by the Cook County Minority Business Enterprise Ordinance, directs coordinates and supervises all activities of staff to insure responsibilities are carried out accurately and that goals and objectives of the Ordinance are met. Responsible for the implementation and development of the overall objectives, policies and procedures. Plan, organize and direct all activities concerned with the administration and operation of the department. Confers with the Chief Financial Officer and other County officials and department heads on related matters. Report to the President on matters concerning the Ordinance.

Key Responsibilities and Duties

Responsible for the implementation and development of the overall objectives, policies and procedures. Plan, organize and direct all activities concerned with the administration and operation of the department.

Devise a certification procedure to assure that businesses taking advantage of the Cook County Minority Business Enterprises Ordinance are legitimate minority or female owned businesses.

Recommend guidelines and regulations for the use of PCE participation procedures which shall be approved by the Contract Compliance Committee (CCC) prior to submission to the Cook County Board.

Recommends enforcement procedures which shall be approved by the Contract Compliance Committee prior to submission to the Cook County Board.

Facilitates and supervises the selection and training of personnel. Hire, train and direct all employees in order to maintain a consistent quality of service. Final authority on disciplinary matters related to employees of the department.

Oversees the preparation and execution of the Office of Contract Compliance budget. Monitor the accuracy and timeliness of budget preparation as well as coordinate acquisition of materials and payment for services provided to the department. Approve payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the department.

Insures the County's conformance with Federal and State affirmative action and equal employment laws and regulations.

Investigate affirmative action complaints, and reports findings to the Contract Compliance Committee for presentation to the Board of Commissioners.

Recommends measures for revision and updating of the Program as needed.

Knowledge, Skills and Abilities

Ability to plan, develop, implement and direct guidelines, regulations and enforcement procedures in accordance with and as authorized by the Cook County Minority Business Enterprise Ordinance.

Technical ability to analyze and evaluate flaws in processes and procedures and develop programs for improvement.

Ability to determine needs, establish priorities, develops procedures and translates into program planning.

Ability to prepare department budget and allocations of funds, maintaining the department operations under budgetary constraints.

Possession of excellent writing and verbal skills and the ability to clearly articulate through written and verbal communication.

Good interpersonal relation skills and must be able to demonstrate tact and diplomacy when dealing with issues in a wide range of diverse situations as well as institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Proficient in the use of the computer and computer programs.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in business management, public administration or related field.

Public procurement experience in a large government entity or municipality.

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: 5204
Job Title: Deputy Director
Salary Grade: 23
Bureau: Finance
Department: Office of Contract Compliance
Dept. Budget No. 022
Position I.D. 9500515
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Contract Compliance Administrator, ensures that the goals set forth in the Minority and/or Women owned Business Enterprises Ordinance are met and maintained. Identifies bidders that are adhering to the requirements of Cook County's MBE/WBE Ordinance. Monitors contract participants to ensure that awarded vendors/contractors meet the obligations outlined and documented in the bid proposal. Acts as liaison between contract compliance and other county departments. Conducts informative meetings/seminars with current and perspective bidders. Notifies eligible MBE/WBE candidates of upcoming construction contracts. Issues nonresponsive notification letters. Educates and trains various agencies on the requirements of the Cook County's MBE/WBE Ordinance.

Provides work direction and training to other staff members in the absence of the Contract Compliance Administrator. Develops policies and procedures for the monitoring of construction contracts as needed; Evaluates office production; revises procedures or devises new forms and methods to improve efficiency of workflow.

Key Responsibilities and Duties

Provides work direction and training to other staff members in the absence of the Contract Compliance Administrator. Develops policies and procedures for the monitoring of construction contracts as needed.

Evaluates office production; revises procedures or devises new forms and methods to improve efficiency of workflow.

Identifies bidders that are adhering to the requirements of Cook County's MBE/WBE Ordinance. Reviews contracts bids in amounts in excess of ten thousand dollars. Completes a contract bid analysis form for supervisor's review.

Monitors contract participants to ensure that awarded vendors contractors meet the obligations outlined and documented in the bid proposal. Verifies that the prime vendor receives services/supplies and payments specified in the MBE/WBE awards.

Act as liaison between contract compliance and other county departments. Establishes direct communication between contract compliance and other county departments (i.e. purchasing) to improve and maintain control over bid information.

Conducts informative meetings/seminars with current and perspective bidders. Educates new bidders to the processes and protocols of the MBE/WBE services and goals. Explains options and procedures to bidders who are having difficulties meeting MBE/WBE goals.

Notifies eligible MBE/WBE candidates of upcoming construction contracts to enable them to either submit a bid or become a participant on a construction project. Ensures that Cook County Ordinance goals of awarding 25% (30% Construction) of total dollars to MBE and 10% of total dollars to WBE.

Informs applicants whose bids were found to be nonresponsive, in accordance to the Cook County MBE/WBE Ordinance, of the deficiencies that resulted in such notification.

Educates and trains various agencies on the requirements of the Cook County's MBE/WBE Ordinance. Participates in community outreach programs to increase the participation of minority and women owned businesses in the Contract Compliance Programs.

Knowledge, Skills and Abilities

Excellent analytical skills relative to the investigation process; ability to elicit and evaluate information. Ability to draw conclusions from various unrelated and related information.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

Possession of excellent writhing skills; ability to clearly articulate, through written documents, a neutral analysis if investigations. Excellent organizational skill;

demonstrated ability to handle a heavy caseload and coordinate various projects in a timely manner; must be attentive to details.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with confidential information, documents and matters in the investigation process.

Must be able to demonstrate the ability to effectively interact with others to investigate, gather and review sensitive and/or confidential matter and information.

Working knowledge of computer and computer applications.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in business management, public administration or related field.

Public procurement experience in a large government entity or municipality.

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JC: 5204 revised 4/18/12

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Finance
Department: Office of Contract Compliance
Dept. Budget No. 022
Position I.D. 1000993
Shakman Exempt

Characteristics of the Position

General Overview

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Provides work direction and training to other staff members in the absence of the Contract Compliance Administrator. Develops policies and procedures for the monitoring of construction contracts as needed; Evaluates office production; revises procedures or devises new forms and methods to improve efficiency of workflow.

Key Responsibilities and Duties

Provides work direction and training to other staff members in the absence of the Contract Compliance Administrator. Develops policies and procedures for the monitoring of construction contracts as needed.

Evaluates office production; revises procedures or devises new forms and methods to improve efficiency of workflow.

Identifies bidders that are adhering to the requirements of Cook County's MBE/WBE Ordinance. Reviews contracts bids in amounts in excess of ten thousand dollars. Completes a contract bid analysis form for supervisor's review.

Monitors contract participants to ensure that awarded vendors contractors meet the obligations outlined and documented in the bid proposal. Verifies that the prime vendor receives services/supplies and payments specified in the MBE/WBE awards.

Act as liaison between contract compliance and other county departments. Establishes direct communication between contract compliance and other county departments (i.e. purchasing) to improve and maintain control over bid information.

Conducts informative meetings/seminars with current and perspective bidders. Educates new bidders to the processes and protocols of the MBE/WBE services and goals. Explains options and procedures to bidders who are having difficulties meeting MBE/WBE goals.

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Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with confidential information, documents and matters in the investigation process.

Must be able to demonstrate the ability to effectively interact with others to investigate, gather and review sensitive and/or confidential matter and information.

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JC: 5205 revised 4/18/12