COUNTY OF COOK

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

Job Code:	0263
Job Title:	Director
Salary Grade:	24
Bureau:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502173
Shakman Exempt	

Characteristics of the Position

General Overview

Responsible for the overall management of the Cook County Department of Environmental Control and related Federal Grant Funded Programs. Directs the department's employees and operating budget per corporate/grant related to Environmental Control Programs. Interacts with supervisory/managerial personnel assigned to the departments six divisions and with U.S. and Illinois EPA officials in order to coordinate information and enforcement of the environmental protection laws and to apprise the Chief Administrative Officer and President and Cook County Board of Commissioners of environmental activities. Provides expertise relative to the County's business procedures such as technical/administrative environmental reviews, Department personnel and budget. Effectively recommends and approves work projects and staff assignments in accordance with priorities established in conjunction with the Chief Administrative Officer and President's Office.

Key Responsibilities and Duties

Responsible for the development and implementation of policies, programs and other executive functions to ensure ordinances related to environmental control are enforced.

Directs the total business and program operations of the Department, including personnel, relevant to County, State, and Federal environmental regulations applied to industrial and commercial business organizations.

Prepares the Department's budget, including Federal/State Grants; approves all expenditures pertinent to appropriated funds.

Coordinates intergovernmental affairs pertaining to environmental matters; maintains liaison activities with EPA officials.

Creates/implements new rules for environmental control for purposes of reduction of pollution from sources of emission.

Acts as a media spokesperson for the Department; oversees dissemination of public information respective to environmental matters.

Oversees all environmental permitting and inspectional activities, subject to administrative review.

Knowledge, Skills and Abilities

Thorough knowledge of the rules and regulations of County, State, and Federal environmental protection laws.

Expertise in matters pertaining to air quality monitoring, pollution inspections of industrial/commercial facilities per emissions, and air pollution control equipment.

Considerable knowledge of personnel, financial, and program management policies and procedures.

Considerable knowledge of local political units, other government organizational and jurisdictional structures, and the organizational structure of Cook County Government respective to administration and function.

Skilled in communicating both verbally and in writing with the general public; skill in public relations and media relations.

Skilled in personnel management and application of principles and practices to achieve departmental goals, and objectives.

Skilled in preparing detailed administrative reports pertinent to departmental activities.

Minimum Qualifications

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

Preferred Qualifications

Master's degree.

Five (5) years professional work experience in an environmental control supervisory capacity.

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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:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	1000968
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.

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JC:0620 revised 05/02/12

COUNTY OF COOK

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

Job Code:	1441
Job Title:	Environmental Engineer IV
Salary Grade:	22
Bureau:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502181
Shakman Exempt	

Characteristics of the Position

General Overview

Supervises and coordinates subordinate levels of environmental control engineers and technical support personnel responsible for the enforcement of Federal, State, and County environmental protection laws as related to environmental engineering pollution inspections wherein previous inspections reported emissions of a problematical nature for non-abatement of pollutants into the environment. Serves in the capacity of an assistant deputy director for the operation of the department. Oversees and coordinates environmental administrative review hearings as a hearing officer coordinates personnel matters for the department. Provides technical assistance to the general public pertaining to environmental protection guidelines, standards and methods for abating or controlling emission pollutants. Trains new environmental control engineers and technical support personnel relative to the policies and procedure of the department.

Key Responsibilities and Duties

Supervises and coordinates subordinate levels of environmental control engineers and technical support personnel responsible for inspecting and identifying source pollutants by industrial and commercial enterprises relevant to the enforcement of federal, State, and County environmental protection laws as applicable to the respective code requirements.

Assigns workloads, per complaint or annual inspection, to environmental control engineer and technical support personnel, monitors their work activities as to timeliness and completeness of supportive environmental documentation.

Supervises the examination and evaluation of the operational condition and performance of industrial processing, combusting, and incinerating equipment which emit atmospheric pollutants into the environment; review source emission testing reports respective to industrial and commercial enterprises.

Prepares comprehensive analytical written reports detailing investigatory environmental engineering pollution inspections which are subject to administrative review and determination for subsequent course(s) of action.

Reviews construction permits for industrial process, combustion, and incineration equipment relevant to accuracy of specifications and compliance to environmental protection laws.

Oversees and coordinates preparations for administrative review hearings relevant to cited violations of environmental control regulations respective to industrial and commercial enterprises; acts as a hearing officer in the administrative review hearing process pertinent to environmental compliance; assists with the preparation and assembly of material for court proceedings related to enforcement of the environmental protection laws; appears at court proceedings to testify as an expert witness.

Provides technical assistance to the general public pertaining to environmental protection guidelines, standards, and methods for abating or controlling emission pollutants into the environment.

Trains new environmental control engineer and technical support personnel relative to the policies and procedures of the department; schedules the assigned staff for environmental training seminars in conjunction with environmental certifications particular to course(s) of study.

Knowledge, Skills and Abilities

Considerable knowledge and experience of Federal, State, and County laws legislating environmental protection regulations.

Considerable knowledge and experience of engineering principles and practices to analyze blueprints and specifications of industrial and commercial enterprises.

Skill in the use of a hand held scientific (mathematical) calculator; skill in the use of computer and scientific software.

Skill in the application of appropriate reference material to extract necessary formulas and information to calculate emission rates relevant to environmental pollution control.

Skill in operating various portable monitors and measurement devices and interpreting instrument readings in regards to pollution control.

Ability to operational evaluate technical diagrams, drawings, and sketches of industrial process, combustion, incineration, and related control equipment.

Skill in communicating both verbally and in writing with the general public respective to the mandates of Federal, State, and County environmental protection laws.

Skill in preparing comprehensive analytical written reports relative to investigatory environmental engineering pollution inspections.

Ability to supervise and coordinate work activities of the assigned professional and technical personnel to carry out the objectives and goals of the department in a timely manner.

Ability to train staff members in the policies and procedures of the department.

This position requires various types of physical exertion, including but not limited to lifit8ig, pulling, pushing, climbing and moving objects of moderate to heavy weight.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) years of professional work experience **OR,** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years professional training, and/or professional work experience in areas related to administration and environmental control.

Supervisory or managerial experience.

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COUNTY OF COOK

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

Job Code:	2227
Job Title:	Solid Waste Coordinator
Salary Grade:	21
Bureau:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502177
Shakman Exempt	

Characteristics of the Position

General Overview

Under the general supervision, confers with and reports directly to the Environmental Control Director. Coordinates solid waste planning efforts of suburban Cook County municipalities. Supportive of the department's role in solid waste management (i.e. disposal, recycling, and source reduction of solid waste materials). Interacts with EPA officials, local solid waste agencies, and local municipalities in order to coordinate waste information, and to apprise the Director of status/progress on various projects. Provides expertise relative to the County's business procedures through review of the Cook County Solid Waste Management Plan, in terms of long range goals, to address solid waste problems in an environmentally safe and financially feasible manner. Effectively recommends advisories of proposed legislation which are forwarded to County officials in accordance with priorities established in conjunction with the Environmental Control Director.

Key Responsibilities and Duties

Coordinates implementation of the Cook County Solid Waste Management Plan for suburban municipalities located within the County of Cook.

Represents the Department at public hearings in matters related to solid waste.

Liaison with EPA officials, local municipal officials, and local solid waste agencies in regards to solid waste matters.

Reviews proposed solid waste legislation and prepares advisories which are forwarded to appropriate County officials.

Assigns workloads, per permit applications filed or complaints received, to environmental control inspection personnel; monitors their work activities as to collection of material samples and to completeness of supportive inspection documentation relative to environmental pollution.

Conducts investigatory environmental pollution inspections in the field, wherein previous environmental inspections reported non-abatement of asbestos emissions or dust emissions, to assure compliance to the rules and regulations of the Department of Environmental Control and in conjunction with State and Federal environmental protection laws.

Trains new environmental control inspection personnel in regards to the policies and procedures of the department.

Responds to a 24 hour call back respective to all disasters and hazardous material incidents.

Represents the Cook County Department of Environmental Control in matters related to asbestos containing material removal, demolition of structures, and hazardous material; provides assistance to the general public pertaining to the aforementioned.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency, and other agencies and local organizations relevant to asbestos containing material, demolition of structures, and hazardous materials; attends scheduled meetings with said agencies respective to the denoted subject matter.

Knowledge, Skills and Abilities

Considerable knowledge of the rules and regulations of the Environmental Control Ordinance of Cook County respective to asbestos containing removal, demolition of structures and hazardous material.

Knowledge of State and Federal environmental protection laws as related to air pollution.

Skill in sampling procedures and use of portable equipment utilized in environmental pollution control.

Skill in communicating both verbally and in writing with the general public respective to mandates of environmental protection laws.

Skill in preparing comprehensive written reports relative to investigatory environmental pollution inspections.

Ability to supervisor and coordinate work activities of the assigned personnel to carry out the objectives and goals of the department.

Ability to train staff members in the policies and procedures of the department.

This position requires various types of physical exertion, including but not limited to lifting, pulling, pushing, climbing, and moving objects of moderate to heavy weight.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of one (1) year of professional work experience in related field **OR,** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in urban planning, environmental engineering, or related field.

Five (5) years professional work experience in environmental control solid waste management.

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.

JC: 2227 revised 4/23/12

COUNTY OF COOK

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

Job Code:	2271
Job Title:	Manager of Engineering Services
Salary Grade:	20
Bureau:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502178
Shakman Exempt	

Characteristics of the Position

General Overview

Under general supervision of the Director and Assistant Director of Environmental Control, manages the Engineering Services Division of the Department per work assignments assigned to 11 employees, supportive of the Department's role, in regards to conducting engineering inspections of industrial facilities respective to annual inspections, permit applications for equipment installation and construction. Interacts with administration of the department, representatives of industrial facilities, EPA officials and municipal officials. Coordinates inspectional information and apprises the Director pertinent to status/progress on various projects. Effectively recommends and approves work projects and staff assignments in accordance with priorities established through and with Environmental Control Director.

Makes policy decisions in regards to Environmental Control installation permits as related to the provisions of the Environmental Control Ordinance. Involves notification of emission sources with regard to applicability of law to specific emission source. Interprets annual inspection results with regard to the ordinance. Handles confidential and propriety information for industrial sources. Maintains confidential file system. Supervises the accountant with regard to revenue collection and supervises the Freedom of Information function.

Key Responsibilities and Duties

Manages the Engineering Division of the Department relevant to enforcement of County, State, and Federal environmental protection laws.

Oversees and monitors engineering field activities of the assigned environmental engineering inspection personnel respective too industrial facilities; reviews permit applications for equipment installation and construction respective to industrial facilities.

Evaluates the work performance if the assigned personnel in regards to accuracy, completeness and timeliness per submission of engineering inspection reports.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency and local municipalities respective to environmental matters.

Instructs new personnel in regards to policies and procedures of the Department.

Investigates special environmental complaints, engages in noise and seismic surveys; prepares reports respectively.

Knowledge, Skills and Abilities

Considerable knowledge of County, State, and Federal environmental protection laws.

Skill in the application of pollution control engineering principles and practices pertinent to resolving design, construction, and industrial process operating problems.

Skill in managing a work unit and in coordinating personnel to carry out the goals and objectives of the Department.

Skill in communicating, verbally and in writing, with the general public.

Skill in training personnel in regards to policies and procedures of the Department and in the use of various equipment used in engineering inspections.

Skill in preparing detailed engineering reports relevant to engineering inspections of industrial facilities.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in mathematics, chemical, mechanical or civil engineering PLUS a minimum of three (3) years of experience in environmental control or related field **OR,** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years professional work experience in environmental control pollution engineering.

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:	2272
Job Title:	Manager of Technical Services
Salary Grade:	20
Bureau:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502200
Shakman Exempt	

Characteristics of the Position

General Overview

Under collaboration with the Environmental Control Director, manages the Technical Division of the Department per work assignments/projects assigned to 11 employees, supportive of the Department's role, in monitoring, maintaining, and operating a County-wide (city/suburban municipalities) air monitoring network. Interacts with the following: enforcement/inspection division managers; personnel in quality assurance, laboratory analysis, and field operations; EPA officials and municipal officials. Coordinates air quality information and apprises the Director pertinent to status/progress on various projects. Provides expertise relative to the County's business procedures such as purchasing new equipment in conjunction with new technologies in the air monitoring field. Effectively recommends and approves work projects and staff assignments in accordance with priorities established by the Environmental Control Director.

Key Responsibilities and Duties

Manages the Technical Services Division and assigned personnel by setting priorities and basic air monitoring strategies.

Reviews air quality reports for episodic action; determines necessary course(s) of action.

Develops, plans, and implements air quality measuring techniques in cooperation with Illinois EPA and U.S. EPA officials.

Maintains liaison with Illinois EPA Monitoring Division in designing and implementing air monitoring strategies in Cook County.

Trains laboratory and field personnel in new technologies and in the use of new equipment pertinent to air monitoring.

Requests data and materials relevant to air monitoring equipment; reviews data and materials respective to air monitoring equipment; requisitions the purchase of air monitoring equipment.

Knowledge, Skills and Abilities

Thorough knowledge of rules and regulations of County, State and Federal environmental protection laws.

Knowledge of air monitoring technologies and use of standard equipment used in air monitoring.

Skill in managing a work unit and in coordinating personnel in regards to the goals and objectives of the department.

Ability to plan and develop methods and procedures for implementing new air monitoring programs.

Skill in training personnel pertinent to policies and procedures of the department and use of equipment per field and laboratory activities.

Skill in analyzing divisional operation reports for program effectiveness and budget expenditure.

Skill in preparing reports pertaining to divisional activities.

Minimum Qualifications

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

Preferred Qualifications

Master's degree.

Five (5) years professional work experience with air monitoring systems and laboratory analysis procedures for criteria pollutants.

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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:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	9502174
Shakman Exempt	

Characteristics of the Position

General Overview

Assists the Director with the administration of the Department's employees and operating budget per Corporate/Grant related to Environmental Control Programs. Interacts with supervisory/managerial personnel assigned to the Department's six divisions and with U.S. and Illinois EPA officials in order to coordinate information and enforcement of the environmental protection laws. Provides expertise and effectively makes recommendations to the Department's business activities subsequent to investigations of laws and engineering principles in regards to new proposed programs or ordinances concerning environmental issues.

Key Responsibilities and Duties

Directs business and program operations of the Department in the absence of the Director.

Assists the Director with the administration of the Department's day to day work activities.

Assists the Director of Environmental Control in the development and implementation of policies, programs and other executive functions to ensure ordinances related to environmental control are enforced.

Works on expanding responsibility of Cook County Government in to other environmental areas.

Investigates laws as they relate to labor and union matters respective to the Environmental Control Department.

Engages in special projects to improve existing environmental programs.

Assists in departmental budget matters such as monitoring expenditure of funds and developing fiscal budgetary data.

Knowledge, Skills and Abilities

Extensive knowledge of County, State and Federal environmental protection laws.

Considerable knowledge of technical/engineering principles and practices associated with environmental control.

Knowledge of government organization, budget matters, and labor relations in connection with administration of a governmental agency.

Skill in personnel management, communication, and public relations.

Skill in preparing and presenting administrative reports pertinent to departmental activities.

Skill in implementing new and existing environmental programs.

Minimum Qualifications

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

Preferred Qualifications

Master's degree.

Five (5) years professional work experience in an environmental control supervisory capacity.

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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:	Administration
Department:	Environmental Control
Dept. Budget No.	161
Position I.D.	1000969
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.

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