

COUNTY OF COOK



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

Job Code: 0050
Job Title: Administrative Assistant IV
Salary Grade: 18
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500643
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Administrative Assistant to the Manager of the County's Employee Medical Services within the Bureau of Human Resources; in connection therewith performs highly confidential duties related to processing and advising employees returning from medical leave of absence and ensuring that appropriate documentation is received and forwarded to other agencies (Department, Pension Board, etc.). Ensures that county policies regarding these and similar matters are enforced, explains such policies to employees and families and consults with medical unit Manager, Physicians and other staff to discuss and/or help formulate policies and procedures. Assists manager in a variety of matters requiring sound judgment and a thorough knowledge of unit operations. Fills in for the Administrative Assistant to the Human Resources Bureau Chief on a regular basis; in so doing assumes additional duties, including contact with visitors and callers seeking information regarding Bureau policies and services. Performs breath alcohol tests on County employees in job applications.

Key Responsibilities and Duties

Receives, advises and informs County employees in person or by phone in connection with return-to-work rules and provisions; processes medical and other forms and documentation pertinent to the process. Explains County guidelines regarding sick and medical leave, with an emphasis on ensuring that employees do not risk their health or

safety by returning to work without proper authorization. Copies and transcribes physician notes via pc into reports to the pension office, medical files and other agencies as required; maintains confidential files for the Division.

Tracks drug testing performed by the unit on behalf of offices under the Chief Judge, including Juvenile Temporary Detention Center wherein personnel work with adolescents and children.

Receives and assists new hires with their medical processing, as well as walk-ins, i.e. employees seeking medical attention.

Performs random, return-to-work and other related breath alcohol tests on employees; records and reports results.

Consults with physicians and unit manager regarding day to day operations, reports incidents, reviews policies and practices impacting on services provided; offers recommendations and suggestions based on personal observations.

Assists medical services manager in other matters as directed and may be required to fill in for the manager in his/her absence. May supervise secretarial and other clerical support staff as needed.

Fills in for and relieves Administrative Assistant V for Human Resources Chief; in so doing has access to confidential mail and records, screens calls and visitors, types letters and memos; may explain agency policies and services to callers.

Knowledge, Skills and Abilities

Ability to perform specialized administrative work utilizing medical terminology and adhering to strict rules governing confidentiality and protection of client privacy.

Ability to understand County rules, regulations and policies dealing with medical return-to-work procedures and interpret and explain such matters to employees and their families as needed.

Skill in working independently and as part of a team in performing assigned duties and ensuring the delivery of services to clients.

Ability to communicate effectively verbally and in writing. Skill in interacting with others in a stressful environment wherein medical or other emergencies may occur regularly, requiring a quick or appropriate response.

Ability to learn and acquire new skills and/or multitask by assisting or filling in for others.

Skill and proficiency in organizing confidential, technical or sensitive information.

Ability to understand and interpret policy and make salient observations and recommendations to supervisors where relevant.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS 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.

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: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500684
Shakman Exempt

Characteristics of the Position

General Overview

Performs highly specialized and confidential work in the capacity of Executive Secretary to the Chief of The Human Resources Bureau, an agency with County-wide responsibility for job classification and compensation, union labor negotiations, employee medical assistance, as well as jurisdiction over job positing for offices under the president representing over 10,000 positions. Handles a wide variety of complex administrative tasks which may require the Bureau Chief's attention, maintains a high level of communication with professional staff, department heads and elected officials via telephone or written correspondence, and conveys messages and information to the chief accordingly. Prepares and types memos and reports dealing with confidential policy matters; keeps Bureau Chief informed of all matters warranting his attention.

Key Responsibilities and Duties

Performs highly specialized administrative and/or secretarial work; handles a wide variety of complex administrative situations and conflicts within the department requiring discreet and authoritative intervention. Oversees the operations of various interactive clerical and secretarial support units; functions as a key facilitator to ensure that critical administrative support is forthcoming in a timely and efficient manner.

Provides assistance to Chief, Deputy Chief and other Human Resource managers (including special consultants) in a variety of matters, including special projects related to Shakman, Human Resources compliance, exempt job descriptions and other sensitive areas.

Maintains a high level of interactive communication with professional staff, supervisors and managers in order to effectively convey to the Bureau Chief the needs and concerns of the Bureau.

Notes commitments made by executive during meetings and arranges for staff implementation. Arranges for staff members to attend conferences and meetings; establishes appointments, screens and reschedules appointments.

Prepares and/or proofs outgoing correspondence for executive's approval. Composes original correspondence for supervisor's signature by drawing upon first hand knowledge of specific policies, programs and procedures.

Reviews and summarized the content of incoming correspondences and materials. Coordinates such information with agency's needs or agenda; draws attention to important parts or conflicts.

Utilizes standard keyboard to apply various computer or software application to assigned tasks and to process information, or may so direct others as required.

In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed interprets requests and helps implement action; makes sure that information is furnished in timely manner; decides whether Chief Executive should be notified of important or emergency matters.

Knowledge, Skill and Abilities

Thorough knowledge of the policies and operations of the Human Resources Bureau; ability to explain or interpret such policies and convey them to other clerical or support staff. Ability to maintain a high degree of confidentiality. Ability to maintain a high degree of confidentiality.

Ability to work cooperatively with administrative, supervisory, technical and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to acquire a thorough knowledge of specialized administrative procedures and regulations particular to area of assignment.

Skill and proficiency in the use of a keyboard as applied to the operation of typewriters, word processors and personal computers as may be required based on area of assignment.

Skill in the application of basic organizational or bookkeeping principles and methods relative to maintaining important financial documents and records may be required.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Skill and knowledge, as may be pertinent to the area of assignment, in connection with correct technical, legal, medical and other language usage, punctuation and grammar, and their proper application to business forms, letters and records.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the operation of standard office equipment including Dictaphone where required.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS 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.

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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: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 1001002
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's designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

Reviews Federal and State legislation to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Researches various legislative initiatives that are reviewed by the Director and the President's designee.

Participates and assists in the development of other confidential papers and reports as directed.

Assists in the development of legislative initiatives as needed and provides the Department response on pending legislation that may affect the County or respective Department.

Represent the Department before legislative tribunals as directed by the President or his/her designee.

Work in tandem or report to the President's Special Assistants for Intergovernmental Affairs.

Knowledge, Skills and Abilities

Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

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

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR**, graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

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

Knowledge of political processes in State and County government.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work

COUNTY OF COOK



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

Job Code: 0721
Job Title: Bureau Chief of Human Resources
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500638
Shakman Exempt

Characteristics of the Position

General Overview

Supervises, directs and coordinates the overall management of the Cook County Bureau of Human Resources. Consults with and advises the President of the County Board relative to the development, implementation and promulgation of personnel policies and practices affecting all County employees, with particular attention to matters which pertain to employees and employment policies in offices under the jurisdiction of the President; advises the President on personnel issues which require his/her deliberation and approval of the County Board; exercises wide latitude in the formulation, interpretation and implementation of policy in personnel matters through authority vested in the County's Human Resources Ordinance. Consults with the President and his/her staff; advises elected officials and department heads in regard to a wide range of Human Resources issues. Responsible for overseeing the fair and effective implementation of the Cook County hiring plan and compliance with court directives regarding Shakman and other provisions related to hiring.

Key Responsibilities and Duties

Consults regularly with the President and County officials to discuss, plan, develop and implement programs for the improvement of personnel effectiveness as they pertain to maintenance and management of the County's Human Resources capacity.

Oversees Human Resources Bureau functions related to the central administration of such matters as wage and salary administration; job classification and compensation; recruitment and selection; training and career development; employee assistance; labor-management relations; EEOC; employee health screening; employment processing and drug testing.

Responsible for the overall supervision of the Bureau's 60 plus employees.

Ensures that the centralized aspects of County personnel administration are properly and effectively coordinated to meet the needs of various user departments or county agencies seeking the Bureau's guidance and assistance. Provides an effective forum for discussing issues of mutual concern with elected officials and County officials.

Identifies the effectiveness of County personnel policies and procedures and recommends innovative changes; implements recognized legal and professional personnel standards, especially as they relate to the Human Resources Ordinance.

Coordinates and directs the implementation of new personnel programs and special studies mandated by the President and County Board, concerning a wide range of Human Resources related issues.

Ensures compliance with recognized County, state and federal laws pertaining to terms of employment; evaluates human relations and work related problems that adversely affect employee moral and productivity.

Oversees activities under the jurisdiction of the Bureau's two Deputy Directors as they pertain to the Bureau's Labor Division, Classification/Compensation Division and Selection/Examinations Division. Provides administrative direction and expertise, as needed, in the resolutions of specific issues.

Directs the coordination of the Human Resources Bureau's activities with other agencies and bureaus, especially as regards recruitment and hiring and/or where joint employer situations with elected officials require uniform methodologies in matters such as job classification, compensation and labor negotiations.

Confers with County finance departments such as Budget and Comptroller in related aspects of wage and salary administration, payroll management and formulation of the budget.

Assists the President in formulating goals and objectives to be met, developing timetables, and responding to special needs and concerns.

Delegates duties and responsibilities as necessary to enhance the orderly operation of the Bureau.

Authorizes payrolls, personnel appointments, classification and wage adjustments, and other personnel actions wherein such authorization is required.

Knowledge, Skills and Abilities

Extensive knowledge of all aspects of human resources administration and personnel management, particularly within the context of a large municipal governmental setting.

Thorough knowledge of or ability to quickly grasp federal, state and county laws, regulations and ordinances governing employment in the public sector and the various legal relationships between employer and employee.

Ability to articulate clearly and effectively to County officials, labor union representatives, employees and other concerned parties. Ability to interpret legal and/or other official language relative to the above and explain it to others.

Skill in the management of a large and highly specialized human resources staff; ability to coordinate diversified efforts related to; job classification and compensation, examinations and selection, screening, testing and processing of employees; certification of payrolls and appointments; labor grievances and collective bargaining.

Ability to interact effectively in coordinating human resources (personnel administration) issues with related agencies, such as Workers' Compensation, Risk Management and Safety.

Ability to plan, organize and administer policy changes, programs and new initiatives relative to the various areas of personnel management; skill in researching existing law and protocol in the field and formulating policy recommendations; skill in drafting reports and papers for the President, County Board and legal counsel as needed.

Understanding of the budgetary aspects of organizing, developing, training, classifying and compensating a large and diversified work force.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of Human Resources experience in the public or private sector in a managerial or supervisory capacity **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Human Resources, Business, Public Administration, Law, Labor Relations or related field.

Five (5) years professional work experience in public service or human resources in a managerial or supervisory capacity.

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COUNTY OF COOK



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

Job Code: 0722
Job Title: EEOC/AAP Officer
Salary Grade: 21
Bureau: Human Resources
Department: Human Resources
Dept Budget No. 032
Position I.D. 9500672
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief of Human Resources, coordinates all operations relating to the acquisition and analysis of County workplace information used in racial and sexual breakdowns of employees within various work categories. Initiates, develops, implements, and maintains an Affirmative Action Plan, (AAP) for the County. Performs follow-up by monitoring each department's adherence to the program with performance appraisals. Trains departmental representatives to operate as in-house Equal Employment Opportunity (EEO) officers to maintain their own department's adherence to EEO/AAP legislation. Schedules and coordinates meetings with groups of departmental representatives at various locations to inform them of legislative and/or policy changes relative to the various programs. Conducts highly confidential investigations into all documented discrimination complaints of employees budgeted to the corporate sector of the County and prepares detailed reports or responses to be submitted to the complainant and various Federal, State, or County agencies having jurisdiction.

Key Responsibilities and Duties

Maintains statistical analysis of the County workforce by acquiring the racial and sexual breakdowns of current employees and categorizing them under eight (8) categories: officials/managers, professionals, protective service, para-professionals, office clerical, service maintenance, technicians and skill craft. Receives and analyses statistical data from payroll, personnel records and other sources as needed.

Serves in the capacity of a Labor Relations Analyst III by assisting the Manager of Labor Relations in the planning, scheduling and execution of Labor Relations projects and conducting grievance and disciplinary hearings. Discuss County EEO and AAP issues with the Bureau Chief, Labor Deputy and others and recommends changes in County workplace policy which may adversely impact employees' rights.

Initiates, develops, implements and maintains the County's Affirmative Action Plan by setting up rules and regulations that come under legal framework. Develops a statistical process by which County departments can monitor their progress with the Affirmative Action Plan.

Develops monitoring systems utilizing hiring and promotion documents, exit interview forms, quarterly reports and annual reports to verify and address the Affirmative Action Program's county-wide progression.

Trains departmental representatives to become in-house EEO people who monitor and maintain departmental adherence to EEO/AAP legislation and related issues.

Schedules and coordinates meetings with groups of departmental representatives at various locations to inform and enlighten them on the legislative changes and how these changes will directly affect them.

Attends fact finding conferences on behalf of Cook County to defend the County against discrimination claims filed by current and former employees.

Investigates all documented discrimination complaints of employees budgeted to the corporate sector of the County. Meets with various departmental employees involved with the incident and prepares detailed reports concerned with facts.

Consults with supervisory personnel to provide assistance regarding grievances and appeals.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge of U.S. Federal and State of Illinois rules and regulations, including Executive Order 11246 on state and federal mandates passed on civil right issues from cases in 1964, 1980, 1981, 1983 and 1991.

Thorough knowledge of County personnel policies and procedures.

The ability to communicate and interact effectively with County employees and a diverse assortment of individuals in order to explain policies and procedures. Ability to speak before groups of employees on a variety of subject matters relating to EEO/AAP legislation and situations.

Skilled in conducting interviews and eliciting required information. Skilled in collecting, interpreting and organizing technical information into concise documentation and narrative format in conjunction with industrial and labor relation policies and procedures.

General understanding of the principles, purpose and methods of statistical analysis and interpretation of results.

Skilled in performing complex mathematical computations for generating statistical data needed to monitor individual departmental and overall composite EEO/AAP programs throughout the County.

This position requires some traveling to work assignments for which the employee must provide his/her own adequate means of transportation.

Proficiency with Microsoft Word, Excel and other statistical software is required.

Must possess excellent writing skills and the ability to produce thoughtful, well-composed letters, reports, and other correspondence related to matters at hand.

Minimum Qualifications

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

Preferred Qualifications

Graduation from a School of Law with a Juris Doctorate degree.

Five (5) years professional work experience and related training in a human resources and/or labor relations environment.

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COUNTY OF COOK



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

Job Code: 0724
Job Title: Deputy Bureau Chief – Director of Exempt Administration
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500666
Shakman Exempt

Characteristics of the Position

General Overview

Acts in the capacity of a Deputy to the Chief of Human Resources Bureau, particularly in regard to issues, operations and day to day management of office operations with a specific concentration in Exempt employee administration. Coordinates the efforts of supervisors and consults regularly and in a confidential manner with the Bureau Chief to formulate policy and review and evaluate staff efforts. Plans, proposes and develops projects and programs particular to the area. Assumes primary responsibility for special projects and assignments as necessary as well as oversight of the Bureau's public service counter. Exercises authority and discretion in the oversight of other areas of the office as circumstances require or as directed by the Bureau Chief. Represents the Bureau and/or the Bureau Chief in meetings with elected and administrative officials to discuss policies and procedures relative to Human Resources operations as well as Exempt Hiring. Finalizes and signs off on a variety of exempt personnel actions requiring the Bureau's approval; keeps Bureau Chief apprised of matters requiring his or her attention.

Key Responsibilities and Duties

Consults regularly with the Human Resources Chief to discuss, plan, develop and implement programs for the improvement of personnel effectiveness as it pertains to maintenance and management of the County's human resources capacity.

Troubleshoots a wide variety of day to day issues, problems and concerns which may arise, requiring direct and immediate intervention by the Deputy; this often includes contacting high-ranking personnel within elected and other offices of the county in order to resolve matters related to employee rights and benefits, salary adjustments, return to

work, job placement and/or matters requiring the attention of the Bureau Chief, the President, or the President's chief of staff.

Oversees Human Resources Bureau functions related to the central administration of matters such as wage and salary administration, job classification and compensation, and recruitment and selection. Assists the Chief on an as-needed basis in coordinating other areas related to training and career development; employee assistance; labor-management relations; human relations; EEOC; employee health screening; employment processing and drug testing.

Helps ensure that the centralized aspects of County personnel administration are properly and effectively coordinated to meet various departmental needs; provides an effective forum for discussing issues of mutual concern with outside agencies and offices.

Reviews the effectiveness of County personnel policies and procedures and recommends innovative changes.

Ensures compliance with recognized County, rules and regulations pertaining to terms of employment; evaluates Human Resources policies work related problems that adversely affect employee moral and productivity.

Assists in the coordination of the Human Resources Bureau's activities with other agencies and bureaus, as needed, in related aspects of hiring and employment, wage and salary administration, position classification, and payroll management. Processes and authorizes various personnel actions such as hires, promotions, employee placement, and budgetary line-item changes such as reclasses, subject to the President's and/or the Bureau Chief's approval.

Assists the Chief in formulating goals and objectives to be met, developing timetables, and responding to special needs and concerns. Assists in meeting various compliance goals and timetables as pertain in Shakman or the county's hiring plan.

Delegates duties and responsibilities as necessary to enhance the orderly operation of the department.

Knowledge, Skills and Abilities

Knowledge of human resources administration and personnel management, particularly within the context of a large municipal governmental setting.

Knowledge of federal, state and county laws, regulations and ordinances governing employment in the public sector and the relationship between employer and employee.

Ability to articulate clearly and effectively the terms and conditions of employment in Cook County Government. Ability to interpret official policy relative to the above and explain it to others.

Skill in the management of a large and highly specialized human resources staff; ability to coordinate diversified efforts related to job classification and compensation; examinations and selection; screening, testing and processing of employees.

Ability to interact effectively in coordinating human resources (personnel administration) issues with related agencies, such as Workers Compensation, Risk Management and Safety.

Ability to plan, organize and administer policy changes, programs and new initiatives relative to the areas of personnel management; skill in researching new and existing policies and practices in the field and formulating policy recommendations, reports and papers for the Chief.

Understanding of the budgetary aspects of organizing, developing, training, classifying and compensating the work force.

Skill and judgment of a high order in handling confidential matters requiring executive decision making and the ability to recommend and provide input relative to changes in policy.

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 in a managerial or supervisory capacity **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in human resources, business, public administration, sociology, political science, law, labor relations or related field.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0790
Job Title: Labor Liaison Officer
Salary Grade: 21
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500652
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision of the Deputy Chief of Human Resources/Director of Labor Relations, acts as a liaison with union representatives on behalf of County management during contract negotiations and documents proceedings. Works with department heads to identify issues to be addressed through collective bargaining, coordinates and attends management meetings to formulate negotiation strategy, and assists in the compilation of County negotiation proposals. Documents all management and union negotiation proposals, maintains control of all tentative agreements in negotiations, and works with counsel and union representatives to compile the union contracts. Prepares union contracts and wage scales for Board approval. Directs and coordinates implementation of wage components with appropriate County departments and offices as necessary. Provides assistance to Labor Counsel, the State's Attorney Office, and outside counsel on matters related to arbitrations and unfair labor practice charges. Handles inquiries from various County employees, supervisory and managerial personnel, Assistant States Attorneys, outside counsel, union representatives and other entities regarding various labor related issues including wage scale and rate implementation, contract implementation, and dues deductions. Maintains databases, records, and information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information. Consults with Labor Director and counsel in matters of highest confidentiality and effectively recommends policy changes and courses of action in connection therewith.

Key Responsibilities and Duties

Performs research activities related to contract negotiations for Deputy Chief of Human Resources/Director of Labor Relations, County Labor Attorneys, union representatives and individual County employees whenever necessary.

Participates in collective bargaining negotiations as a representative for the County; collects and maintains control of proposals and tentative agreements; works closely with the Deputy Chief of Human Resources/Director of Labor Relations, Labor Attorneys, outside counsel, department heads, and elected officials to identify issues and develop strategy for collective bargaining.

Assists the Labor/Employee Relations Department staff with grievance resolution and CBA disputes.

Conducts liaison activities between management and labor union representatives in order to identify and resolve disputes or contractual discrepancies.

Analyzes texts of collective bargaining agreements to ensure clarity of language and intent, and may make recommendations to Deputy Chief of Human Resources/Director of Labor Relations for contract language revisions.

May serve as informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Reviews unfair labor practice charges and arbitration cases and provides assistance, where necessary, to the State's Attorney's Office, elected officials, and County Labor Attorneys prior to hearings in order to respond to and resolve related problems.

Directs and coordinates the implementation of terms and conditions of collective bargaining agreements; works closely with County departments, including Comptroller, Budget office, MIS, Human Resources to implement cost of living adjustments, reclassifications and salary upgrades, and other economic matters. Monitors and coordinates the timely preparation of Resolutions for the County Board and Health and Hospital System Board for approval of wages and contracts.

Receives and reviews correspondence from various trades organizations regarding annual trade rate changes including prevailing rate. Directs and coordinates the implementation of trade rate changes with the appropriate County departments.

Knowledge, Skills and Abilities

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Extensive knowledge of all Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor/management contractual negotiation disputes.

Skill in scrutinizing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to conduct research functions for purposes of providing accurate documentation and statistical data for union contract negotiations.

Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in Business Administration, Public Administration, Labor/Industrial Relations or Human Resources.

Five (5) years' experience in Business or Public Administration, or Labor Relations.

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Revised: 2/27/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0790
Job Title: Labor Liaison Officer
Salary Grade: 21
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500661
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision of the Deputy Chief of Human Resources/Director of Labor Relations, acts as a liaison with union representatives on behalf of County management during contract negotiations and documents proceedings. Works with department heads to identify issues to be addressed through collective bargaining, coordinates and attends management meetings to formulate negotiation strategy, and assists in the compilation of County negotiation proposals. Documents all management and union negotiation proposals, maintains control of all tentative agreements in negotiations, and works with counsel and union representatives to compile the union contracts. Prepares union contracts and wage scales for Board approval. Directs and coordinates implementation of wage components with appropriate County departments and offices as necessary. Provides assistance to Labor Counsel, the State's Attorney Office, and outside counsel on matters related to arbitrations and unfair labor practice charges. Handles inquiries from various County employees, supervisory and managerial personnel, Assistant States Attorneys, outside counsel, union representatives and other entities regarding various labor related issues including wage scale and rate implementation, contract implementation, and dues deductions. Maintains databases, records, and information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information. Consults with Labor Director and counsel in matters of highest confidentiality and effectively recommends policy changes and courses of action in connection therewith.

Key Responsibilities and Duties

Performs research activities related to contract negotiations for Deputy Chief of Human Resources/Director of Labor Relations, County Labor Attorneys, union representatives and individual County employees whenever necessary.

Participates in collective bargaining negotiations as a representative for the County; collects and maintains control of proposals and tentative agreements; works closely with the Deputy Chief of Human Resources/Director of Labor Relations, Labor Attorneys, outside counsel, department heads, and elected officials to identify issues and develop strategy for collective bargaining.

Assists the Labor/Employee Relations Department staff with grievance resolution and CBA disputes.

Conducts liaison activities between management and labor union representatives in order to identify and resolve disputes or contractual discrepancies.

Analyzes texts of collective bargaining agreements to ensure clarity of language and intent, and may make recommendations to Deputy Chief of Human Resources/Director of Labor Relations for contract language revisions.

May serve as informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Reviews unfair labor practice charges and arbitration cases and provides assistance, where necessary, to the State's Attorney's Office, elected officials, and County Labor Attorneys prior to hearings in order to respond to and resolve related problems.

Directs and coordinates the implementation of terms and conditions of collective bargaining agreements; works closely with County departments, including Comptroller, Budget office, MIS, Human Resources to implement cost of living adjustments, reclassifications and salary upgrades, and other economic matters. Monitors and coordinates the timely preparation of Resolutions for the County Board and Health and Hospital System Board for approval of wages and contracts.

Receives and reviews correspondence from various trades organizations regarding annual trade rate changes including prevailing rate. Directs and coordinates the implementation of trade rate changes with the appropriate County departments.

Knowledge, Skills and Abilities

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Extensive knowledge of all Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor/management contractual negotiation disputes.

Skill in scrutinizing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to conduct research functions for purposes of providing accurate documentation and statistical data for union contract negotiations.

Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in Business Administration, Public Administration, Labor/Industrial Relations or Human Resources.

Five (5) years' experience in Business or Public Administration, or Labor Relations.

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: 6007
Job Title: Hearing Officer
Salary Grade: 20
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500651
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision of the Deputy Bureau Chief of Human Resources/Director of Labor Relations and the Deputy Director of Labor Relations, acts as a liaison on behalf of County management in serving as hearing officer or mediator for union grievance hearings, resolution meetings, and other Labor/Management activities. Provides assistance to Labor Counsel on matters related to arbitrations and other labor related litigation. Researches information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information.

Key Responsibilities and Duties

Acts as the hearing officer in connection with union grievances, schedules grievance hearings, coordinates hearings with necessary parties, interprets collective bargaining agreements and work force policies, and issues decisions.

Acts as a mediator in grievance resolution meetings in an effort to resolve third step grievances prior to arbitration, coordinates and conducts labor management meetings, interprets collective bargaining agreements, and makes recommendations for resolution.

Serves as an informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Analyzes trends in labor relations and other work force data to proactively identify work environment concerns, risks and training opportunities, as well as make recommendations for changes to collective bargaining agreements and policies.

Supports supervisors with labor related matters, including interpretation of collective bargaining agreements and policies, and assists with implementation.

Analyzes data concerning discipline and grievances and consults with labor relations management staff to determine management and supervisory training needs regarding labor relations. May prepare statistical reports related to the grievance procedure.

Assists the Labor Counsel on matters related to arbitrations and other labor related litigation by researching past grievances, collecting documents, or corresponding with potential witnesses.

Performs other duties as assigned.

Maintains and ensures a high degree of confidentiality in all of the above matters.

Knowledge, Skills and Abilities

Skill in interpreting and applying collective bargaining agreement provisions, County Personnel Rules, and departmental rules and policies.

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Knowledge of Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor grievances.

Skill in presiding over third step grievance hearings and issuing well-reasoned decisions on the same.

Skill in analyzing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in Business Administration, Public Administration, Labor/Industrial Relations or Human Resources.

Five (5) years' experience in Labor Relations.

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.

Revised: 2/27/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6007
Job Title: Hearing Officer
Salary Grade: 20
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500653
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision of the Deputy Bureau Chief of Human Resources/Director of Labor Relations and the Deputy Director of Labor Relations, acts as a liaison on behalf of County management in serving as hearing officer or mediator for union grievance hearings, resolution meetings, and other Labor/Management activities. Provides assistance to Labor Counsel on matters related to arbitrations and other labor related litigation. Researches information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information.

Key Responsibilities and Duties

Acts as the hearing officer in connection with union grievances, schedules grievance hearings, coordinates hearings with necessary parties, interprets collective bargaining agreements and work force policies, and issues decisions.

Acts as a mediator in grievance resolution meetings in an effort to resolve third step grievances prior to arbitration, coordinates and conducts labor management meetings, interprets collective bargaining agreements, and makes recommendations for resolution.

Serves as an informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Analyzes trends in labor relations and other work force data to proactively identify work environment concerns, risks, and training opportunities, as well as make recommendations for changes to collective bargaining agreements and policies.

Supports supervisors with labor related matters, including interpretation of collective bargaining agreements and policies, and assists with implementation.

Analyzes data concerning discipline and grievances and consults with labor relations management staff to determine management and supervisory training needs regarding labor relations. May prepare statistical reports related to the grievance procedure.

Assists the Labor Counsel on matters related to arbitrations and other labor related litigation by researching past grievances, collecting documents, or corresponding with potential witnesses.

Performs other duties as assigned.

Maintains and ensures a high degree of confidentiality in all of the above matters.

Knowledge, Skills and Abilities

Skill in interpreting and applying collective bargaining agreement provisions, County Personnel Rules, and departmental rules and policies.

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Knowledge of Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor grievances.

Skill in presiding over third step grievance hearings and issuing well-reasoned decisions on the same.

Skill in analyzing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in Business Administration, Public Administration, Labor/Industrial Relations or Human Resources.

Five (5) years' experience in Labor Relations.

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.

Revised 1/1/13
Revised: 2/27/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6006
Job Title: Deputy Director of Labor Relations
Salary Grade: 24
Bureau: Human Resources
Department: Labor Relations
Dept Budget No. 032
Position I.D. # 9500660
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the County in all matters related to the authority of the Human Resources Bureau. Deputy Director of Labor Relations coordinates the activities of Labor Relations staff; acts as liaison for the Deputy Chief of Human Resources/Director of Labor Relations and may represent the Deputy Chief in her absence; represents Cook County in labor negotiations with collective bargaining groups; and works closely with elected officials, union officials, outside labor counsel and Cook County department heads to organize, schedule, negotiate, and execute labor negotiations. Shall be responsible for developing negotiation strategies for all bargaining units including physicians, nurses, Sheriff's Law enforcement groups, and the Public Defender's Office. Reviews hearing officers' decisions in third-step employee grievance and disciplinary matters. Supervises and directs Labor Counsel in developing strategies related to arbitrations. Assists the Deputy Chief, Bureau Chief of Human Resources and department heads in the evaluation, formation, and implementation of policy directives and initiatives affecting employees of Cook County. Consults with the Deputy Chief in the direction of outside counsel in matters of highest confidentiality.

Key Responsibilities and Duties

Assumes primary responsibility for labor negotiations with new and existing collective bargaining units; develops strategy for labor negotiations; conducts all related liaison activities between management, outside legal counsel and labor unions in order to coordinate and ensure the orderly progression of deliberations and represents the Deputy Chief at such gatherings.

Addresses a wide range of issues related to job classification, transfers and layoffs, and other matters requiring an in-depth understanding of and interaction with County management and other areas of the Human Resources Bureau.

Acts as liaison on behalf of and represents the Deputy Chief with matters related to the Office of the Chief Judge, Health and Hospital System, Office of the State's Attorney, Sheriff's Department, Assessor, other elected officials, County department heads, and other groups and agencies.

Works with the Deputy Chief in the coordination and supervision of the Labor/Employee Relations staff in department matters, and in doing so exercises a key role in the formulation, implementation, and enforcement of labor and employee policies for Cook County.

Reviews hearing officers' decisions in third-step grievance and disciplinary matters; formulates strategy, supervises, and coordinates Labor Counsel in arbitration matters; supervises and coordinates Labor Relations personnel.

Analyzes proposed and existing collective bargaining agreements, conducts research of case law and other documents and materials and records all relevant deliberations and points of discussion taking place at the table. Reviews and interprets union proposals and conveys insightful analysis with recommendations for possible modifications in the County's position and policies.

Works with the Deputy Chief and outside legal counsel to negotiate with labor unions and explain to unions, elected officials and department heads the County's proposals and positions in a wide variety of matters including, but not limited to, wages, benefits, working conditions, job classification, uniform and pay differentials, and work rules.

Assists in the evaluation, formation and implementation of policy directives affecting employees of Cook County including but not limited benefits, work rules and personnel rules.

Provides legal advice and counsel to Deputy Chief, Bureau Chief of Human Resources and other County Officials on all matters related to the Bureau of Human Resources.

Assists and advises bureau chiefs, department heads, and supervisors on all labor matters including employee discipline, policy interpretation, policy implementation, and department organization.

Oversees matters related to the Employee Appeals Board and acts as Representative of the Employee Appeals Board.

Works with outside counsel and retained experts on a variety of employment related issues, including the Affordable Care Act and benefit plan designs, health care, pension and other post-employment benefits.

Provides advice and counsel on employment related laws, policies, and matters such as the Family and Medical Leave Act, the Affordable Care Act, and Equal Employment Opportunity laws.

Knowledge, Skills, and Abilities

Knowledge of or ability to quickly and effectively understand and utilize Cook County policies, protocols, and technical vernacular used throughout each union labor agreement with the County.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to arrive at negotiated settlements in a wide range of matters, including salaries, benefits and working conditions.

Ability to effectively coordinate, supervise and direct the Labor Relations staff in department matters.

Skill in resolving labor/management contractual disputes.

Skill in analyzing labor agreements and effectively interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees and union officials.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner; ability to convey information and explain or describe County policy and procedure to others.

Minimum Qualifications

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government.

Graduation from an accredited law school as Juris Doctor.

Licensed to practice law in the State of Illinois.

Five (5) years' of work experience in labor relations, human resources, litigation, or other related field.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.

Revised: 2/27/2012

COUNTY OF COOK



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

Job Code: 0760
Job Title: Manager, Training and Development
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500664
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Human Resources Chief, oversees, plans, develops and implements programs and policies relative to education and training seminars for managerial, supervisory and other staff throughout Cook County Government. Maintains records of training activities and evaluates effectiveness of programs. Assist in the formulation and implementation of programs relative to management and employee development, as well as organizing various seminars such as pre-retirement, health insurance and blood drives. Administers the selection of consultants, instructors and speakers for training programs. Assists and works closely with County department heads in order to identify special training needs. Meets with Bureau Chief to discuss training policy and programs and effectively recommend new courses of action.

Key Responsibilities and Duties

Oversees plans, develops and implements programs relative to education and training programs for management, supervisory and staff employees throughout Cook County Government.

Assists in the formulation and implementation of policies relative to management and employee development, as well as organizing various seminars such as pre-retirement, health insurance and blood drives. Confers with Human Resources Chief and/or Deputies to recommend policies and programs aimed at the betterment of the work force, their adjustment to work-related forces, and outside events affecting their lives, such as retirement. In addition, serves as a resource for conveying important information to managers and employees in a variety of work place related matters.

Functions as the Chairman of Cook County's training round table, in order to identify problems, exchange ideas and develop programs designed to address the needs of specific County departments and agencies.

Designs, implements and administers trainings events such as pre-retirement programs, Superior Public Service Awards, etc.

Maintains records of training activities and evaluates the effectiveness of programs.

Prepares budget and determines allocation of funds for staff, supplies, equipment and facilities.

Administers the selection of outside consultants, educators, instructors and speakers for a variety of education and training programs.

Supervises other Human Resources Training Staff, as it relates to organizing various workshops, seminars and programs in order to inform county employees of various benefits and training tools.

Knowledge, Skills and Abilities

Ability to coordinate and preside over group presentations, as well as to verbally communicate effectively.

Ability to work effectively with other trainers and educators, in order to formulate and develop training agendas.

Ability to effectively manage, and work, within an allotted financial budget.

Thorough knowledge of education, training and development policies, practices and procedures.

Ability to plan and organize education, training and development programs for diverse groups of employees working in departments throughout Cook County Government.

Skill in implementing effective and relevant education, training and development programs.

Advanced skill in communicating and interacting effectively with a wide and diverse assortment of Cook County employees including Bureau Chiefs, Directors, Managers, Supervisors and regular staff.

Ability to analyze education and training needs of diverse Cook County agencies, bureaus, departments, etc.

Skill in personnel interviewing techniques.

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 responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in social science, psychology, or education.

Five (5) years of professional work experience in the field of education and training.

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: 0854
Job Title: Public Information Officer
Salary Grade: 20
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 1001001
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:

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

Preferred Qualifications

Master's Degree in Communications, Broadcasting, Public Relations or Journalism.

Five (5) years' experience in media and/or public relations.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6010
Job Title: Labor Counsel
Salary Grade: 23
Bureau: Human Resources
Department: Labor Relations
Dept. Budget No. 032
Position I.D. # 9500678
Shakman Exempt

Characteristics of the Position

General Overview

Represents Cook County in matters within the authority of the Labor Relations Department under the supervision of the Senior Labor Counsel. Acts as a legal advisor and counsel to the County in all areas of labor relations related to the Bureau. Labor Counsel is responsible for all labor relations-related litigation that may arise, including arbitrations and Labor Relations Board matters. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules and department organization. Works with outside counsel, elected officials and department heads in matters associated with arbitrations and department work. Assists in labor negotiations with collective bargaining groups; assists in the evaluation, formation, and implementation of policy directives affecting employees of Cook County. Consults with the Bureau Chief of Human Resources and Deputy Chief in matters of highest confidentiality.

Key Responsibilities and Duties

Evaluates, prepares, and represents Cook County in all labor arbitrations between Cook County and unions.

Reviews grievances, determines and implements litigation strategy, prepares witnesses, collects evidence, conducts thorough analysis of case and negotiates settlement when appropriate.

Coordinates hearings with opposing counsel and management, and communicates with arbitrators.

Researches pending legal issues, analyzes case laws and facts and prepares pre- and post-hearing briefs.

Counsels various Cook County departments and offices in labor relations and employment matters such as discipline, layoffs, terminations, transfers and numerous other matters that may arise between Cook County management and employees/unions.

Provides advice and counsel on employment related laws and matters such as the implementation of policy and initiatives within the parameters of the CBA, grievances, arbitrations, the Family and Medical Leave Act, Affordable Care Act, and Equal Employment Opportunity laws.

Represents the County in litigation related to the collective bargaining process including duty to bargain in good faith, contract violations, and disciplinary matters as well as grievances and arbitrations resulting therefrom; and consult on strike planning.

Appears before various forums including the Illinois Labor Relations Board on matters involving union certification petitions, representation petitions, unit clarification petitions and unfair labor practice charges.

Interprets collective bargaining agreements, County policies and applicable laws and regulations.

Assists the Deputy Chief and Senior Labor Counsel in labor negotiations and the formulation, implementation and enforcement of labor and employee policies for Cook County, and in doing so is responsible for matters of the utmost confidentiality.

Works with outside counsel and retained experts on a variety of employment related issues.

Advises on implementation of policies and initiatives including Workers Compensation, disability, and return to work matters.

Knowledge, Skills, and Abilities

Knowledge of and ability to resolve complex labor disputes through negotiations.

Strong command of the rules of evidence, civil procedure and trial advocacy, and the ability to effectively litigate complex labor and employment issues with minimal direction.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to develop strategy pertaining to a wide range of matters, including discipline, contract interpretation, salaries, benefits and working conditions.

Knowledge of all applicable federal, state, county and local laws, rules and regulations including those of the Illinois Labor Relations Board and the ability to represent Cook County before various forums.

Skill in analyzing labor agreements and appropriately interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees, and union officials.

Ability to communicate effectively with tact and courtesy and conduct oneself in a professional manner. Good communication skills; good negotiation skills; ability to convey information and explain or describe County policy and procedure to others.

At the direction of the Deputy Chief, acts a liaison between the Offices Under the President and other Cook County offices and agencies.

Minimum Qualifications

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health and Hospital System.

Graduation from an accredited law school as Juris Doctor.

Licensed to practice law in the State of Illinois.

Three (3) years' of work experience in labor relations, human resources, litigation, or other related field.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.

Revised: 2/27/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6010
Job Title: Labor Counsel
Salary Grade: 23
Bureau: Human Resources
Department: Labor Relations
Dept. Budget No. 032
Position I.D. # 9500683
Shakman Exempt

Characteristics of the Position

General Overview

Represents Cook County in matters within the authority of the Labor Relations Department under the supervision of the Senior Labor Counsel. Acts as a legal advisor and counsel to the County in all areas of labor relations related to the Bureau. Labor Counsel is responsible for all labor relations-related litigation that may arise, including arbitrations and Labor Relations Board matters. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules and department organization. Works with outside counsel, elected officials and department heads in matters associated with arbitrations and department work. Assists in labor negotiations with collective bargaining groups; assists in the evaluation, formation, and implementation of policy directives affecting employees of Cook County. Consults with the Bureau Chief of Human Resources and Deputy Chief in matters of highest confidentiality.

Key Responsibilities and Duties

Evaluates, prepares, and represents Cook County in all labor arbitrations between Cook County and unions.

Reviews grievances, determines and implements litigation strategy, prepares witnesses, collects evidence, conducts thorough analysis of case and negotiates settlement when appropriate.

Coordinates hearings with opposing counsel and management, and communicates with arbitrators.

Researches pending legal issues, analyzes case laws and facts and prepares pre- and post-hearing briefs.

Counsels various Cook County departments and offices in labor relations and employment matters such as discipline, layoffs, terminations, transfers and numerous other matters that may arise between Cook County management and employees/unions.

Provides advice and counsel on employment related laws and matters such as the implementation of policy and initiatives within the parameters of the CBA, grievances, arbitrations, the Family and Medical Leave Act, Affordable Care Act, and Equal Employment Opportunity laws.

Represents the County in litigation related to the collective bargaining process including duty to bargain in good faith, contract violations, and disciplinary matters as well as grievances and arbitrations resulting therefrom; and consult on strike planning.

Appears before various forums including the Illinois Labor Relations Board on matters involving union certification petitions, representation petitions, unit clarification petitions and unfair labor practice charges.

Interprets collective bargaining agreements, County policies and applicable laws and regulations.

Assists the Deputy Chief and Senior Labor Counsel in labor negotiations and the formulation, implementation and enforcement of labor and employee policies for Cook County, and in doing so is responsible for matters of the utmost confidentiality.

Works with outside counsel and retained experts on a variety of employment related issues.

Advises on implementation of policies and initiatives including Workers Compensation, disability, and return to work matters.

Knowledge, Skills, and Abilities

Knowledge of and ability to resolve complex labor disputes through negotiations.

Strong command of the rules of evidence, civil procedure and trial advocacy, and the ability to effectively litigate complex labor and employment issues with minimal direction.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to develop strategy pertaining to a wide range of matters, including discipline, contract interpretation, salaries, benefits and working conditions.

Knowledge of all applicable federal, state, county and local laws, rules and regulations including those of the Illinois Labor Relations Board and the ability to represent Cook County before various forums.

Skill in analyzing labor agreements and appropriately interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees, and union officials.

Ability to communicate effectively with tact and courtesy and conduct oneself in a professional manner. Good communication skills; good negotiation skills; ability to convey information and explain or describe County policy and procedure to others.

At the direction of the Deputy Chief, acts a liaison between the Offices Under the President and other Cook County offices and agencies.

Minimum Qualifications

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health and Hospital System.

Graduation from an accredited law school as Juris Doctor.

Licensed to practice law in the State of Illinois.

Three (3) years' of work experience in labor relations, human resources, litigation, or other related field.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.

Revised: 2/27/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5427
Job Title: Deputy Bureau Chief– Director of Labor Relations
Salary Grade: 024
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500094
Shakman Exempt

Characteristics of the Position

General Overview

Managers and directs the Department of Human Resources Labor/Employee Relations Division participating as one of the primary members of the County's labor negotiation team representing the County's interest during contract negotiations. Responsible for the negotiation of all the collective bargaining agreements covering the County's 20,000 plus employees. Administers and executes the implementation of the terms and conditions of the negotiated union contracts; prepares backup documents for and attends arbitration cases; presides over third step grievances; oversees the educational training of County supervisors as it pertains to contract administration. Consults with the President of the County Board in a confidential capacity to advise, inform and to receive directives; and, to formulate management's position at the bargaining table.

Key Responsibilities and Duties

Negotiates approximately all 80 of the County's collective bargaining agreements for the majority of the County's job classifications in order to comply with the Illinois Public Labor Relations Act of 1984.

Works closely with elected officials, union/labor officials, labor attorneys, and other to organize, schedule, and facilitate on-going negotiations, interest arbitrations, mediations, etc.

Administers and executes the implementation of the terms and conditions of the negotiated union contracts in order to adhere to contract compliance.

Gathers information needed, make the proper preparations and attends arbitration cases with the Special Assistant to the President for Labor so as to adequately represent the County during this process.

Acts as a Liaison interacting with union business representatives, employees, departmental supervisors, Assistant State's Attorneys concerning labor/employee relations issues and hearing decisions to resolve problems relating to pending grievances and issues currently in litigation or arbitration.

Provides oversight to staff engaged in confidential third step grievance hearings for all County offices under the President of the County Board.

Monitors the curriculum of the educational training of County department heads, managers and supervisors by the Training and Employee Development staff (Manager of Training and Development and Labor Relations Analyst III).

Knowledge, Skills and Abilities

Thorough knowledge of Cook County Labor Relations functions, issues, policies and procedures.

Thorough knowledge of the Illinois Labor Relations Act.

Knowledge of conducting third step grievance hearings and arbitration cases.

General knowledge of all existing County labor contracts and the unions representing each of those job classifications per contract.

Skilled in negotiating with union business representatives, employees, departmental supervisors and Assistant State's Attorneys.

Skilled in providing direction and assistance to other County managerial and supervisory personnel relative to labor relation matters.

Skilled in scrutinizing contract language of collective bargaining agreements.

Good communication skills both verbally and in written form; able to interact with others in person or by telephone to explain County policies and procedures pertinent to labor relations.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate PLUS a minimum

of four (4) years of experience with an emphasis on employment law, labor relations, industrial relations, and human resources of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree in public administration, industrial relations, labor relations, or related field.

Five (5) years professional work experience and related training in a human resources and/or labor relations environment.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

COUNTY OF COOK



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

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 1001003
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.

Assist in matters related to the Employee Appeals Board.

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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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6009
Job Title: Senior Labor Counsel
Salary Grade: 24
Bureau: Human Resources
Department: Labor Relations
Dept Budget No. 032
Position I.D. # 9520588
Shakman Exempt

Characteristics of the Position

General Overview

Represents Cook County in matters within the authority of the Labor Relations Department under the supervision of the Deputy Chief of Human Resources – Director of Labor Relations and Deputy Director of Labor Relations. Acts as legal advisor and counsel to the County in all matters within the authority of Human Resources Bureau. Senior Labor Counsel is responsible for all labor relations-related litigation, including arbitrations and Labor Relations Board matters. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules, and department organization. Works with outside counsel, elected officials, and department heads in matters associated with arbitrations and department work. Supervises and directs Labor Counsel. Assists the Deputy Chief and Deputy Director in labor negotiations with collective bargaining groups; assists in the evaluation, formation, and implementation of policy directives affecting employees of Cook County. Consults with the Bureau Chief of Human Resources, Deputy Chief and Deputy Director in matters of highest confidentiality.

Key Responsibilities and Duties

Evaluates, prepares, and represents Cook County in all labor arbitrations between Cook County and unions.

Reviews grievances, determines and implements litigation strategy, prepares witnesses, collects evidence, conducts thorough analysis of case and negotiates settlement when appropriate.

Coordinates hearings with opposing counsel and management, and communicates with arbitrators.

Researches pending legal issues, analyzes case law and facts, and prepares pre- and post-hearing briefs.

Counsels various Cook County departments and offices in labor relations and employment matters such as discipline, layoffs, terminations, transfers, and numerous other matters that may arise between Cook County management and employees/unions.

Provides advice and counsel on employment related laws and matters such as the implementation of policy and initiatives within the parameters of the CBA, grievances, arbitrations, the Family and Medical Leave Act, Affordable Care Act, and Equal Employment Opportunity laws.

Represents the County in litigation related to the collective bargaining process including duty to bargain in good faith, contract violations, and disciplinary matters as well as grievances and arbitrations resulting therefrom; and consult on strike planning.

Appears before various forums including the Illinois Labor Relations Board on matters involving union certification petitions, representation petitions, unit clarification petitions, and unfair labor practice charges.

Supervises and directs Labor Counsel.

Interprets collective bargaining agreements, County policies, and applicable laws and regulations.

Assists the Deputy Chief and Deputy Director in labor negotiations and the formulation, implementation, and enforcement of labor and employee policies for Cook County, and in doing so is responsible for matters of the utmost confidentiality.

Works with outside counsel and retained experts on a variety of employment related issues.

Advises on implementation of policies and initiatives including Workers Compensation, disability, and return to work matters.

Knowledge, Skills, and Abilities

Knowledge of and ability to resolve complex labor disputes through negotiations.

Strong command of the rules of evidence, civil procedure, and trial advocacy, and the ability to effectively litigate complex labor and employment issues with minimal direction.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to develop strategy pertaining to a wide range of matters, including discipline, contract interpretation, salaries, benefits and working conditions.

Knowledge of all applicable federal, state, county and local laws, rules and regulations including those of the Illinois Labor Relations Board and the ability to represent Cook County before various forums.

Skill in analyzing labor agreements and appropriately interpreting the terms, conditions and intent represented therein.

Skill in directing and supervising other staff members and overseeing the preparation of litigation matters.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees, and union officials.

Ability to communicate effectively with tact and courtesy and conduct oneself in a professional manner. Good communication skills; good negotiation skills; ability to convey information and explain or describe County policy and procedure to others.

At the direction of the Deputy Chief, acts a liaison between the Offices Under the President and other Cook County offices and agencies.

Minimum Qualifications

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

Licensed to practice law in the State of Illinois.

Five (5) years' of work experience in labor relations, human resources, litigation, or other related field.

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health and Hospital System.

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Revised: 7/11/2013

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 6043
Job Title: Director of Policy
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500648
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief of Human Resources, develops and/or amends existing internal policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communications to the appropriate internal sources for distribution. Serves as point of contact answering inquiries from internal departments, employees and external agencies. Compiles all employment law policies and maintains electronic database of current and historical policies for reference and conducts the research of existing or impending employment laws affecting Cook County Government. Serves as the liaison between department and legal team to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration May perform other duties as assigned.

Key Responsibilities and Duties

Develops, manages and evaluates Cook County Government policy activities and initiatives in relation to employment law mandates.

Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame.

Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources/Labor topics.

Works closely with the Deputy Bureau Chief - Director of Exempt Administration and Deputy Bureau Chief - Director of Labor Relations to ensure consistent policy development.

Coordinates with management to review employee policies in conjunction with the Bureau Chief, Deputy Bureau Chief - Director of Exempt Administration, Deputy Bureau

Chief - Director of Labor Relations and Special Assistant for Legal Affairs to integrate the advocacy and policy plans into all affected departmental policies.

Identifies current research tools/methodologies to develop best practices for policy formation and adherence. Maintains working knowledge of significant or potential employment law developments and identifies their impact on current Cook County policies.

Serves as liaison between Bureau Chief and Special Assistant for Legal Affairs to develop and communicate policy changes based on research of current and impending employment laws. Researches and analyzes changes in laws and drafts internal policies based on findings.

Acts as Human Resource lead on inter-departmental team implementing policies, developing training programs and participating in trainings events.

Provides current updates and emerging issue briefings to the Bureau Chief or his/her designee.

Answers all policy inquiries posed by Department Heads, employees and external agencies.

Compiles all employment law policies and maintains database of current and historic policies for reference and attends internal training seminars as the subject matter expert.

Ensures policies are communicated to all employees in an effective and timely manner.

Ensures that administration, management and all staff comport, abide by and work within the parameters or boundaries of the Employment Plan.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local laws as it pertains to policies regarding Cook County Government.

General knowledge of Employment Law.

Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings.

Ability to communicate effectively both in written and verbal formats to communicate all current and impending policies.

Ability to make inquiries, convey information and explain or discuss office policy and procedures with other in person or via telephone.

Skilled in utilizing various search-engines and multi-media resources.

Ability to maintain confidentiality regarding policy matters.

Skill in the use of Microsoft Word and Excel.

Minimum Qualifications

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

Preferred Qualifications

Master's or Juris Doctorate Degree.

Two (2) years' of supervisory/operational experience in the public sector.

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: 6043
05/2013