

COUNTY OF COOK



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

Job Code: 0081
Job Title: Director
Salary Grade: 24
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. 9500001
Shakman Exempt

Characteristics of the Position

General Overview

Oversees all administrative and legal activities of the Commission on Human Rights, Board of Ethics and Commission on Women's Issues. Manages all staff employed by the Department. Supervises all investigations, trainings, and outreach conducted by the Department. Approves participation and membership in any outside community, governmental or other advocacy organization whose mission or mandate is similar to that of the Department. Directs and provides counsel to all volunteer members of the Human Rights Commission, Ethics Board and Commission on Women's Issues. Develops, implements and enforces office policies and procedures. Counsels all Department staff, outside attorneys, volunteer commissioners, and as necessary, the Cook County Board President and Cook County Board Commissioners on procedural and substantive questions of law and policy which pertain to the work and mandate of the Department.

Key Responsibilities and Duties

Supervises all Department staff and interns, reviews Department work product, is responsible for Departmental correspondence, legal orders, decisions and notices.

Develops Department procedural rules and policy pertaining to the interpretation and enforcement of the Ethics and Human Rights Ordinances, as well as general Department policy and procedure.

Supervises assignment and work of Commission hearing officers and conciliators on Department related matters.

Reviews and may conduct as necessary, training and education programs for Cook County employees or members of the general public on the Cook County Ethics and Human Rights Ordinances.

Coordinates with appropriate County personnel on training and education for County employees on the Cook County Violence Prevention Policy.

Drafts agenda and schedules, prepares for and attends monthly Commission meetings for all three Commissions.

Advises and recommends appropriate action to volunteer commission members on legal issues regarding interpretation and enforcement of the Ethics and Human Rights Ordinances, as well as appropriate policy for the Commission on Women's Issues.

Directs outside counsel as needed for Department legal work, including Department appointed Administrative Hearing Officers and mediators.

Consults with various county agencies and departments on appropriate response to employment, ethics and women's issues related inquiries.

Drafts and presents an annual report on Department activities.

Prepares and presents Department's annual operating budget, including the development of Departmental goals, objectives and performance measures.

Liaison to federal, state and local civil rights agencies, ethics agencies and women's advocacy and advisory organizations.

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal human rights and ethics ordinances, laws and standards. Familiarity with

Excellent verbal and written communication skills.

Superior research and writing skills.

Excellent analytical skills, including the ability to elicit and evaluate information, formulate opinions and make recommendations relative to the mission and mandate of the Department.

Excellent administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to handle a caseload, coordinate various projects in a timely manner; and respond, as necessary to emergency situations, must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with Cook County officials, parties, witnesses and documents as they relate to the duties and responsibilities of the Department.

Must possess general typing, filing and word processing skills.

Minimum Qualifications

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

Preferred Qualifications

Juris Doctorate or Master's Degree.

Work experience in the area of human rights, ethics and women's issues.

Prior supervisory or managerial work experience.

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

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. No. 1000973
Shakman Exempt

Characteristics of the Position

General Overview

Performs extensive research and advisory functions related to improving the respective Department and responding to legislative initiatives. Effectively recommends and provides data to the Director and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative initiatives. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for the County relative to such legislation and provides responsive information to the Director and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Director and the President of potentially innovative programs that may improve the respective Department or County initiative. Is privy to information to a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Writes legislative analysis for proposed legislation regarding bills that will affect the respective Department; advises the Director and the President or his/her designee of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the Director and the President or his/her designee and forward to the County's lobbyists in Springfield or President designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

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

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

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

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

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

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

Knowledge, Skills and abilities

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

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

Ability to lead and cooperate on team projects.

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

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

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

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

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

Knowledge of political processes in State and County government.

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

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0854
Job Title: Public Information Officer
Salary Grade: 20
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. No. 1000972
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. Responsible for multi-media at the departmental level.

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 and prepares press releases/speeches as requested.

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.

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

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

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

Skill in editing documents; ability to handle sensitive public relations matters.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, or journalism.

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

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

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. 0900201
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Executive Director, develops and updates training curriculum and materials pertaining to the Human Rights and Ethics Ordinances. Coordinates with other County agencies on the delivery of the County's workplace violence prevention policy and response training. Creates a comprehensive training delivery and evaluation system for all training offered by the Department. Conducts training or provides education and outreach for County departments, businesses located in Cook County, those doing business with the County, or seeking to do business with the County, and community or governmental organizations on a range of topics related to human relations, diversity, EEO compliance, fair housing, ethics and work place violence prevention and response.

Key Responsibilities and Duties

Works with the Department's Executive Director and all Department staff on issues relevant to the Department.

Assists the Executive Director as needed, on the development of Departmental goals and objectives as they pertain to training, education and outreach; in the drafting of annual reports; on proposed ordinance amendments, and in Department budget preparation.

Conducts or coordinates training and education programs for Cook County employees on the Ethics Ordinance and the Human Rights Ordinance, as well as for members of the general public on issues of discrimination and compliance with the Human Rights Ordinance, fair housing laws, and ethics laws.

Coordinates with appropriate County personnel on training and education for County employees on the Cook County Violence Prevention Policy.

Assists in responding to reports of hate crimes, intergroup conflict and other community relations issues which occur within the County. Works with representatives of other elected officials as appropriate on these issues.

Assumes duties and responsibilities in the absence of the Executive Director of the Department and also functions as a senior investigator, investigating complex complaints of discrimination, or sensitive ethics issues.

Develops appropriate training and educational brochures and materials for publication.

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal ethics and human rights ordinances, laws and standards.

Extensive experience in researching, developing, implementing and conducting traditional and non-traditional training programs in the areas of human rights, ethics and woman's issues.

Excellent administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors, subordinates and training participants.

Excellent organizational skills; ability to handle a caseload and coordinate various training and other projects in a timely manner; must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator between various agencies and individuals.

Must possess or develop the ability to engage in outreach to various Cook County departments as well as with various community, governmental or advocacy organizations.

Advanced ability to fully and impartially investigate complaints of alleged violations of the Cook County Human Rights and Ethics Ordinances.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with parties, witnesses, and documents as they relate to the duties and responsibilities of the Department.

Minimum Qualifications

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

Must possess general word processing skills.

Preferred Qualifications

Juris Doctorate or Master's Degree.

Professional work experience in the area of human rights, ethics and women's issues.
Prior supervisory or managerial work experience.

Exceptional writing and communication skills.

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: 5368
Job Title: Legal Counsel
Salary Grade: 24
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. 9526930
Shakman Exempt

Characteristics of the Position

General Overview

Counsels and works closely with the Department's Director and the President's General Legal Counsel on legal matters affecting the Department, including consulting and working with the Office of the Cook County State's Attorney as may be legally required. Under the general direction of the Director, provides advice and counsel to the Director, Public Information Officer and Department staff regarding procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Assists in the drafting and enforcement of Department and County policies and procedures and assists in the research, formation and drafting of County ordinances, agreements, contracts and other relevant documentation as requested by the Director, Bureau Chief or President's General Counsel. Performs legal work as required by the Director on human rights and ethics cases, investigations and drafting of reports for the ethics or human rights board.

Key Responsibilities and Duties

Supervises investigators and legal interns where applicable, reviews Department work product, researches and writes orders and decisions, where applicable.

Drafts Department procedural rules and policy pertaining to the interpretation and enforcement of Department applicable ordinances, as well as general Department policy and procedure.

Reviews and may conduct as necessary, training and education programs for employees of the Department as it relates to County Ordinance.

Coordinates with appropriate County personnel on training and education for County employees.

Reviews and updates all training curriculum in order to make sure that it reflects the current status of the law as it applies to the Department.

Advises and updates Department staff and volunteer commissioners on current developments in the law relevant to the Department and its mission and mandate.

Assists the Director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

Advises the Director on matters confidential in nature.

Advises the Public Information Officer on questions related to the Freedom of Information Act.

Reports matters of legal relevance to the President's General Counsel and accepts assignments from the Director and President's General Counsel as necessary.

Consults with the President's General Counsel and the Cook County State's Attorney as needed or requested including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Represent the Department before the Department of Administrative Review or in conjunction with the Office of the Cook County State's Attorney

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal human rights and ethics ordinances, laws and standards.

Legal research and writing skills.

Analytical skills, including the ability to elicit and evaluate information, formulate opinions and make recommendations relative to the mission and mandate of the Department.

Administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to handle a caseload, coordinate various projects in a timely manner; and respond, as necessary to emergency situations, must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with Cook County officials, parties, witnesses and documents as they relate to the duties and responsibilities of the Department.

Must possess general typing, filing and word processing skills.

Minimum Qualifications

Possession of a Juris Doctor degree from an accredited law school and licensed to practice law in the State of Illinois PLUS two (2) years of experience in the practice of civil rights litigation or employment law or working as an in-house attorney for a governmental entity.

Preferred Qualifications

Excellent writing and communication skills.

Litigation or investigative experience.

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