

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0516  
Job Title: Executive Officer  
Salary Grade: 24  
Bureau: Bureau of Administration  
Department: Office of the Medical Examiner  
Dept. Budget No. 259  
Position I.D. 9511126  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Responsible for overseeing administrative functions of the Office of the Cook County Medical Examiner. Works with the Medical Examiner, the Bureau of Administration and the Office of the President to determine and implement policies and procedures governing various office policies and statutory and personnel matters, fees, public relations and strategic planning. Reports directly to the Chief Medical Examiner. Develops recommendations concerning policies and procedures to develop more efficient work methods.

In consultation with the Medical Examiner, develops and implements policies, programs and various executive functions. Supervises, instructs and directs the work activities of various non-medical staff, including administrative, clerical and technical personnel. Works directly with the Medical Examiner to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Responsible for budget management and control. Oversees contracts and agreements with the office to ensure compliance with departmental practice, policies and procedures as well as local and State law. Represents the office in union negotiations and works with the Bureau of Human Resources on collective bargaining matters. Responsible for working with the President's office and the Medical Examiner regarding public communications, media relations and response to media inquiries.

### **Key Responsibilities and Duties**

Responsible for overseeing administrative functions of the Office of the Cook County Medical Examiner and working with the Bureau of Administration and the Office of the

President to determine policies and procedures governing personnel matters, fees, public relations and strategic planning.

Serves as a liaison with Facilities Management to ensure the proper function of the day-to-day operations of the facility. Ensures compliance with local, state and federal safety requirements and guidelines.

Assists the Medical Examiner with the development and implementation of administrative policies and procedures including implementation of blood borne pathogen exposure protocols, respiratory protection policies and hazard communication policies, as required by OSHA rules and regulations.

Assists the Medical Examiner with the preparation of the department's annual budget, determining structural organization and determining the strategic vision. Tracks performance measures and prepares reports and presentations derived from them.

Acts as a liaison with the Bureau of Human Resources with respect to grievance resolution, CBA disputes, issues and hearing decisions. Responsibilities include overseeing all employment actions for monitoring the progress of employee recruitment, hiring, firing and disciplinary issues for the department.

Oversees the work activity of subordinate managers and supervisors engaged in the preparation of budget-related documents. Makes revisions to the budget as needed. Forwards completed budget to County Department of Budget and Management Services. Responsible for budget management and control. Monitors spending levels to ensure that supplies and equipment inventories are maintained without exceeding budget.

Supervises the work activity of administrative, clerical, technical, safety and compliance personnel. Assigns and reviews work, monitors work flow, approves time-off, prepares evaluations, etc. Maintains confidential personnel files.

Assists the Medical Examiner with media relations. Confers with the Medical Examiner, the Bureau of Administration and the President's Director of Public Affairs and Communications in preparing appropriate responses to media questions and requests for information. Works with the Bureau of Administration's legal counsel to resolve issues impacting the department.

Attends meetings and hearings before the Cook County Board of Commissioners and represents the department at other meetings when necessary.

Reviews confidential reports where applicable from the Inspector General and makes recommendations and/or implements procedures to address any sustained findings.

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

Knowledge of modern management practices and techniques including budgeting and personnel management utilizing Microsoft Excel, Access or other financial databases. Knowledge of the principles and techniques of office practices and procedures.

Familiarity with Forensic Sciences, criminal investigation practices and techniques, and OSHA protocols applied to healthcare institutions.

Familiarity with National Association of Medical Examiners (NAME) accreditation standards and American Board Medical Death Investigators( ABMDI) certification.

Ability to work in a morgue environment which requires close proximity to corpses and exposure to unpleasant sights, smells, blood and other body fluids.

Skill in representing the agency, making presentations to County and outside agencies and groups, relating information of a technical and official nature.

Excellent oral and written communication skills and the ability to communicate effectively with tact and courtesy to the public, the media, and internal and external agencies.

Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems. Ability to identify opportunities for process improvement.

Competency in performing highly specialized work independently.

Skill in planning, developing and completing complex assignments with minimal direction and assigning work to other departmental personnel.

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

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree PLUS five (5) years' experience in the public sector including but not limited to a Medical Examiner's or Coroner's Office, hospital or health related institution.

### **Preferred Qualifications**

Seven (7) years' experience as an administrator or manager in the public sector including but not limited to a Medical Examiner's or Coroner's Office, hospital or health-related institution.

Doctorate's or Master's degree in Business Administration, Public Administration, or Forensic Sciences or Doctorate's degree in law or medicine

**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: 5726  
Job Title: Deputy Executive Officer  
Salary Grade: 23  
Bureau: Bureau of Administration  
Department: Office of the Medical Examiner  
Dept. Budget No. 259  
Position I.D. 1200544  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Deputy Executive Officer position functions as the Deputy Director to the Executive Officer. Assists the Executive Officer in the research, development and implementation of policies and programs. Works directly with the Executive Officer to effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Performs all purchasing duties and assists with the preparation of the annual budget request. May oversee contracts and agreements with the office to ensure compliance with local and State law as well as with departmental practice, policies and procedures. Assists in the supervision of various non-medical personnel, including but not limited to non-supervisory professional/technical and clerical/support staff and represents the office in union negotiations. Responsible for the referral of Sudden Infant Death Syndrome (SIDS) cases to State of Illinois and local health departments. Serves as a public relations liaison. Functions as Safety Coordinator for the Office. In the absence of the Executive Officer, assumes responsibility for supervising the day- to- day operations.

### **Key Responsibilities and Duties**

Assists the Executive Officer in the research, development and implementation of policies and procedures.

Responsible for overseeing various administrative functions of the Office of the Medical Examiner.

Performs all purchasing duties for the Office of the Medical Examiner. Receives requests for equipment, services and supplies. Prepares correspondence, documents and forms required for the procurement of equipment, services and supplies for Pathology, Histology, Toxicology and general office use. Maintains inventories and other purchasing related files and records.

Functions as liaison to various contractors, suppliers and vendors as well as the County's Procurement Office, Chief Procurement Officer, Comptroller and Contract Compliance.

Works directly with the Executive Officer to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving.

Supervises the work activity of administrative, clerical and technical personnel.

May assign and review work, monitor work flow, approve time-off, prepare evaluations, initiate disciplinary action, etc.

May approve payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the office.

Prepares County Board Agenda items such as contracts for goods and services that amount to expenditures of \$100,000 or more. Prepares County Board Agenda items for Professional Services that amount to expenditures of \$25,000 or more. Maintains all pertinent files and including confidential records.

In the absence of the Executive Officer attends meetings and hearings before the Cook County Board of Commissioners, and other meetings where necessary.

May review confidential reports where applicable from the Inspector General and makes recommendations and/or implements procedures to address any sustained findings.

Processes union grievances and investigates the circumstances of complaints for all employees. Conducts initial hearings and presents management's case in grievance hearings. May conduct investigations of employee misconduct such as office and morgue theft.

Maintains financial control of approximately forty-five accounts payable accounts. Prepares vouchers for purchase orders and petty cash. Monitors account balances and executes fund transfers as needed. Updates statements of appropriations, expenditures and encumbrances daily.

Assists with preparation of the annual budget requests for the Office of the Medical Examiner. Prepares forecasts of expenditures and various budget related documents and forms. Interacts with representatives of the County Department of Budget and Management Services pertinent to budget preparation and calculation of work units.

Oversees the collection of revenue from cremation permits and autopsy report sales. Maintains and reconciles ledgers and journals for a variety of financial accounts including, but not limited to, office checking accounts.

Refers Sudden Infant Death Syndrome (SIDS) cases to State of Illinois and local health departments. Interacts and communicates with funeral directors, public administrators, Veterans Affairs Office and the news media.

Functions as Safety Coordinator for the Office. Prepares initial notification of employee accident or injury and submits to Department of Risk Management.

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

Knowledge of modern supervisory practices with the skill and ability to supervise a large staff of employees including managerial, administrative and clerical personnel.

Strong communication skills, both verbal and written form.

Ability to develop, coordinate and implement policies and procedures for the office.

Ability to maintain the office's operation under budgetary constraints.

Ability to develop and implement an internal control structure and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to demonstrate tact and diplomacy in dealing with employee issues in a wide range of diverse situations.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Knowledge of modern management practices and techniques including budgeting, personnel management and procurement functions.

Ability to work independently and make decisions.

Knowledge of Microsoft Office Suite with the skill to create letters, memorandums and spreadsheets.

Ability to work in a morgue environment with close proximity to corpses and exposure to unpleasant sights and smells, blood and other body fluids.

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

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in a medical examiner's office, coroner's office, pathology laboratory or other governmental agency **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree.

Five (5) years' experience in a medical examiner's office, coroner's office or pathology laboratory.

Experience using computer-based purchasing systems, such as J.D. Edwards.

**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.**