

COUNTY OF COOK



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

Job Code: 0064
Job Title: Claims Manager – General Liability
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500058
Shakman Exempt

Characteristics of the Position

General Overview

Manages the Claims/General Liability and its three employees who are involved with minimizing the financial impact on the County's assets on claims against the County. Maximizes the recovery of County funds from others who have damaged County property (i.e. automobiles, buildings and signage). Ensures that individuals/entities using County property or doing business with the County are properly insured. Prepares estimates/reports for incorporation into the financial statements of pending claims against the County. Reports directly to the Director of Risk Management and prepares reports for the Director of Risk Management to be used for budgetary purposes and the evaluation of the general liabilities and claims against the County. Participates as a team member at the management level to assess risk to the County and formulate the County's legal position or response in related matters. Responsible for the overall confidentiality of related files, records and reports.

Key Responsibilities and Duties

Reviews and approves third party administrator's recommendations to ensure that the settlement is reasonable and in line with exposure.

Reviews contracts for insurance provisions to minimize risk to County from uninsured businesses.

Establishes reserve estimates to accrue for contingent liabilities against the County. Supervises recovery of County funds of individuals who have damaged County property.

Prepares certificates of insurance to allow other county departments access to using someone else's property.

Reviews and approves certificate of insurance to other entities.

Reviews and approves vendor's billings to assure the accuracy and reasonableness of vendor's charges.

Knowledge, Skills and Abilities

Knowledge of claims law, legal environment and insurance coverage and handling procedures.

Skill in Risk Management Information Systems.

Ability to plan, organize, direct and maintain complex and varied agency programs.

Skill in reading and interpreting insurance policies.

Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures.

Effective verbal and written communication skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS three (3) year's professional work experience in Insurance/Claims Management OR an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Financial Analysis, Insurance, Public Administration or Business Administration.

Five year's professional work experience in Insurance/Claims Management.

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

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0263
Job Title: Director of Risk Management
Salary Grade: 24
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500052
Shakman Exempt

Characteristics of the Position

General Overview

Plans, direct, administers and coordinates a comprehensive risk management program for Cook County which includes Employee Benefits, Worker's Compensation and Safety Program. These programs affect over 27,000 County employees and expenditure in excess of \$125,000,000 per year. Responsible for the development, pricing for servicing of these programs to assure cost effectiveness and provide for the well-being of its employees County-wide. Functions in an advisory or administrative capacity relative to various County insurance programs, including life, health, property, worker's compensation, etc. Prepares operational reports, assumes appropriate accounting for losses, and assists in negotiation and evaluation of insurance proposals.

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

Comprehensive knowledge of principles of risk and insurance management.

Knowledge of safety and loss prevention and Illinois statutes relating to risk and insurance.

Skill in developing and maintaining effective working relationships with County Officials and insurance agents, brokers and companies.

Skill in negotiating for insurance coverage at the lowest cost for coverage obtained.

Knowledge of a wide range of insurance disciplines: benefits, property, liability, worker's compensation and life.

Skill in verbal and written communications to all employees.

Ability to be organized and self-motivated and maintain focus on the efforts of risk management programs on risk, health and safety for the fiscal well-being of the County.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree.

Five (5) years related work experience in the areas of Risk Management or Insurance Management.

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: 0083
Job Title: Claims Manager – Worker’s Compensation
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500074
Shakman Exempt

Characteristics of the Position

General Overview

Manages and directly oversees the Worker’s Compensation Division and its eight employees which are involved with serving all Cook County employees who are injured on the job. This division is engaged in reviewing and processing claims and ensuring that efficient and effective methodologies, protocols and procedures are followed in order to dispose of each case and maintain a thorough record for litigations of such. Reports directly to the Director of Risk Management to discuss and develop policy, protocols and objectives of division. Responsible for maintaining the overall confidentiality of all records and consulting with State’s Attorney’s Office relative to possible litigation and settlements in these matters.

Key Responsibilities and Duties

Directs and assumes responsibility of all staff and functions of the Worker’s Compensation Division of the Department of Risk Management. Ensures proper coordination of services representing the interests of employees of Cook County.

Supervises and trains staff to assure the enforcement of policies, procedures and new work methods.

Consults with Risk Manager, County Commissioners and other County Officials to develop policy, goals and objectives.

Assesses and evaluates the needs of Worker’s Compensation Unit in relation to budget preparation for each fiscal year.

Prepares financial and statistical reports for Director of Risk Management, President of the County Board and County Commissioners.

Ensures effectiveness and efficiency of the Cook County Worker's Compensation Program.

Intervenes with clients and their counsel to discuss dispositions of cases.

Confers with medical providers as well as other agencies and County departments as needed.
Ensures medical necessity and legitimacy of claims as well as to ensure proper medical care of employees.

Knowledge, Skills and Abilities

Extensive knowledge of Worker's Compensation Act of the State of Illinois.

Skill in coordinating various staff and elements involved in the management of a Worker's Compensation program.

Ability to supervise, guide and direct staff.

Knowledge of elements pertaining to Worker's Compensation cases.

Effective verbal and written communication skills.

Skill in the application and use of personal computers.

Ability to apply analytical skills in financial management for review of costs relative to Worker's Compensation.

Skill in investigating to assure proper presentation for discovery of existing risks.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree in Business Management, Accounting, Public Administration or Human Resources.

Five years' experience administering or adjusting worker's compensation claims.

Prior supervisory or managerial 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: 0084
Job Title: Safety Manager
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500055
Shakman Exempt

Characteristics of the Position

General Overview

Directs and oversees the Safety Division and its two (2) Safety Liaisons which are responsible for identifying physical conditions and work practices which may cause injury to employees and/or the public. Additionally, this division instructs employees on a variety of safety issues; investigations of employee injuries alleging unsafe conditions; and recommends compliance with Illinois Department of Labor requirements when applicable. Consults with Risk Manager to develop policy, goals and objectives. Confers with the County's Director of Risk Management to formulate safety policy and develop a strategy for ensuring a risk-free workplace.

Key Responsibilities and Duties

Develops and implements safety programs to reduce occupational injuries of illnesses.

Prepares and conducts studies to identify potential sources of hazards; studies may review either historical data or may reflect physical inspections to ensure safety of County employees and visitors to County property.

Recommends procedures to be implemented into operational policies and procedures as specifically orientated towards reducing injuries or illnesses.

Assists County departments with coordinating activities with outside regulatory agencies to ensure compliance with regulations and communications.

Reviews existing safety programs to evaluate effectiveness and to ensure compliance with safety practices and standards to minimize injuries and losses.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of safety as they apply to the workplace, a variety of work environments and various job performance requirements.

Knowledge of Federal, State and professional safety guidelines and standards.

Skill in the performance of sophisticated property safety inspections and complicated claims investigations.

Skill in communicating effectively both orally and in writing and in making presentations to assembled groups.

Ability to present safety training materials to a wide range of employees performing a variety of tasks.

Skill in the utilization of personal protective equipment (PPE) suitable for possible exposure to hazardous occupational substances in County facilities.

Skill in analyzing and developing loss history and accident information.

Minimum Qualifications

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

Preferred Qualifications

Five years' experience in Safety, Risk Management or Engineering.

Certification as a Certified Safety Professional (CSP).

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: 0769
Job Title: Employee Benefits Manager
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 1000975
Shakman Exempt

Characteristics of the Position

General Overview

Manages the development, implementation and administration of the employer-sponsored benefit programs for Cook County and Forest Preserve District employees. This includes health, dental, vision, life insurance, flexible spending accounts, unemployment compensation as well as various voluntary benefit programs. Develops programs designed to keep employees informed about benefit plans and proposed changes. Ensures all programs are current with regard to trends, best practices and costs. Reports directly to the Director of Risk Management and prepares comprehensive reports for the benefit programs to be used for budgetary purposes, union negotiations and contract management.

Key Responsibilities and Duties

Responsible for assessing needs, evaluating cost containment opportunities, ensure regulatory compliance.

Participates in the development of the design and strategy for benefits, and responsible for the implementation and administration of any new or revised benefit plans/programs.

Prepares Requests for Proposals for all benefit programs; negotiates coverage, services and costs with carriers based on collective bargaining agreements.

Negotiates coverage, services and costs with carriers for annual renewals and implementation of new programs.

Manages or assists with audits, assist with developing budgets and other related activities.

Knowledge, Skills and Abilities

Knowledge of benefit administration including solid design, strategy and implementation within a large organization and unionized environment.

Extensive knowledge of HRIS, Benefits Administration and Payroll.

Ability to supervise, guide, and direct staff as needed.

Excellent vendor management skills.

Strong project management skills.

Ability to be a flexible team player and interact on all levels and to work on complex problems solving benefit issues.

Ability to apply analytical skills in financial management for review of costs relative to benefits administration.

Advanced knowledge of personal computers and software applications (Word, Excel, PowerPoint).

Effective verbal and written communication skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience administering employer sponsored health plans for a large employer and working with HRIS, Benefits Administration and Payroll **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business Management or Human Resources.

Five (5) years' experience administering employer sponsored health plans for a large employer and working with HRIS, Benefits Administration and Payroll.

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: 4619
Job Title: Deputy Director of Risk Management
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500064
Shakman Exempt

Characteristics of the Position

General Overview

Assist the Director of Risk Management in the planning, administering, and coordinating of a comprehensive risk management program for Cook County which includes employee benefits, worker's compensation, general liability, and safety. These programs affect over 24,000 County employees and an expenditure of in excess of \$125,000,000 per year. Responsible for the development and pricing for servicing of these programs to assure cost effectiveness and providing for the well-being of its employees county wide. Functions in a an advisory or administrative capacity relative to various County insurance programs, including life, health, property, workers compensations, etc. Prepares operational reports, assumes appropriate accounting for losses assists in negotiations and evaluation of insurance proposals.

Key Responsibilities and Duties

Secondary point of contact and acts as the administrator of the department in the absence or incapacity of the Director of Risk Management.

Coordinates monthly meetings with the four departmental units of Risk Management to review and make recommendations for policies, procedures, and guidelines as set for by the Director.

Identifies expenses for potential exposures that may give way to a lost claim or expense to the County.

Selects appropriate techniques to minimize loss; suggest techniques as to limit or restrict the occurrence of claims.

Reviews and monitors claim activity and report trends and occurrences for future risk handling procedures to minimize costs and expenses.

Establishes positive working relationships with insurance brokers, consultants and health care providers in the development of programs for employees and investigation of claims.

Knowledge, Skills and Abilities

Comprehensive knowledge of principles of risk and insurance management.

Knowledge of safety and loss prevention and Illinois statutes relating to risk and insurance.

Skill in developing and maintaining effective working relationships with County Officials and insurance agents, brokers and companies.

Skill in negotiating for insurance coverage at the lowest cost for coverage obtained.

Knowledge of a wide range of insurance disciplines: benefits, property, liability, worker's compensation and life.

Skill in verbal and written communications to all employees.

Ability to be organized, self-motivated and maintain focus on the efforts of risk management programs on risk, health and safety for the fiscal well-being of the County.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree in Insurance, Business Administration or Public Administration.

Five (5) years' experience in Risk Management, Insurance, Business or Public Administration.

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: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. # 1000976
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the bureau chief or director in all matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel including in matters related to and the Office of the Cook County State's attorney as required.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

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

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

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

Knowledge, Skills and Abilities

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Minimum Qualifications

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

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

Preferred Qualifications

Five (5) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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.