

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0040
Job Title: Secretary to the Cook County Board of Commissioners
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 9500443
Shakman Exempt

Characteristics of the Position

General Overview

As Secretary to the Cook County Board of Commissioners, this individual performs duties for the President and the seventeen-member Board of Commissioners as they relate to the operations of all County Board and Committee meetings. Attends all meetings of the Board of Commissioners, reads all correspondence from various County agencies, general public, public interest groups, press and vendors who have inquiries directed to the County Board for action or consideration. Prepares notes, memoranda, supervises the recording of minutes and other records required to be preserved and maintained by the County Board for future reference. Serves as a liaison with the County Clerk's Office (Clerk of the Board) and handles drafting of resolutions and ordinances and certain lobbying needs for the President's Office. Provides administrative support for the seventeen commissioners and their staff. Provides direct and confidential responses to the President and County Commissioners on issues current or pending litigation that impact the County Board. Supervises a professional staff of support personnel engaged in the logistics of documenting, recording, expediting and facilitating issues and matters pertaining to the above. May serve as the Parliamentarian for the President and the Board of Commissioners as well as an Open Meetings Act designee.

Key Responsibilities and Duties

Works closely with the following: President of the Board, County Commissioners, Chairpersons of the various committees, elected officials and department heads and the County Clerk's office, often in a confidential capacity to prepare and present the various agendas for consideration before the County Board.

Works closely with the Chairman, the Directors and Chairpersons of the various committees and the administrative often in a confidential capacity to prepare and present the various agendas for consideration. Provides support often in a confidential capacity for the functions of the various committees including, but not limited to meeting notices, agendas and reporting of proceedings.

Assists every Commissioners' office in the processing of all routine office functions, including payroll, personnel transactions, accounts payable, rent and utilities of district offices, mail and reception assistance. Maintains several accounts to support the Commissioners' national and regional leadership activities.

Answers inquiries as requested by the President and County Board from records, notes and memoranda.

Advises and informs the President and Board members as to all communications, inquiries, requests and requisitions from the various County Departments, general public, public interest groups and press for the necessary action of the County Board. Handles all related Freedom of Information Act requests.

Oversees the preparation of new items agendas for Board meetings; handles contacts with other departments and elected officials as to agenda items; writes resolutions and ordinances for the President and the Commissioners.

Responsible for administrative functions of the office, such as mailing and distribution of notices, agendas for County agencies and the general public; maintains a summons diary and general support of all County Commissioners.

Attends committee meetings and alerts the President to the concerns or problems Commissioners may have regarding Cook County.

Directs and supervises support staff and related operations which include monitoring proposed legislation in the General Assembly, purchasing and payroll for the department, budget, etc.

Formulates and implements policy as needed.

Knowledge, Skills and Abilities

Thorough knowledge and understanding of the statutes, laws, ordinances and regulations governing the Cook County Board.

Skill and ability in communicating with professionals, elected officials, the public and diverse groups.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of word-processor, PC software and other computerized programs to manage and generate information, reports, letters, etc.

Ability to work cooperatively with administrative, supervisory and professional personnel, including the Board of Commissioners, their staff and staff of the President of the County Board.

Ability to compose original documents and interpret official records.

Ability to work independently on difficult matters as they pertain to the President's Office and the County Board.

Knowledge of government procedures, protocols, issues and public resources; ability to supervise a diverse support staff engaged in a variety of administrative and operational tasks.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years professional work experience 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 Business Management or Public Administration.

Work experience in a government setting dealing with elected officials and political processes in State and/or County government.

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: 0058
Job Title: Legislative Reference Coordinator
Salary Grade: 24
Bureau: Secretary to the Board
Department: Secretary to the Board
Dept. Budget No. 018
Position I.D. 9500088
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the Director of Legislative Reference Services, and is responsible for researching and drafting ordinances, amendments and resolutions as requested by the President of the Cook County Board and the Cook County Commissioners. Ensures that all introduced ordinances are accurate in form, structure and uniformity, prior to introduction to the Board for purposes of codification. Ensures certain the County Code is updated accurately and timely. Maintains Legislative Library. Serves in a confidential role to the requestor seeking legislative services.

Key Responsibilities and Duties

Researches and drafts ordinances, amendments and resolutions for the President and Cook County Commissioners. Works with the President's Office as well as with all seventeen County Commissioners and their staffs to ensure that all introduced ordinances are properly prepared for introduction to the County Board.

Provides research services for ordinances, amendments and resolutions to the President's Office and all seventeen County Commissioner's Offices.

Ensures that all introduced ordinances are accurate in form, structure and uniformity, prior to introduction to the Board for purposes of codification.

Ensures that all ordinances are uniform and fit into the proper place in the County Code.

Works closely with the Law Library, Secretary of the Board's Office and the Office of the Clerk of the Board.

Ensures the certain the County Code is updated accurately and timely.

Works closely with the Municipal Code Corporation to print the Code and maintain them online.

Monitors the placement of hard copies of the Code, both distributed and reserve.

Ensures that all holders of hard copies of the Code get updates to the Code quarterly.

Maintains Legislative Library. Keeps track of all introduced ordinances, both pending and adopted. Maintains website that tracks all legislation introduced to the County Board.

Works on other special projects as directed by the Secretary to the Board, the President's Office and the Cook County Commissioners.

Knowledge, Skills and Abilities

Good interpersonal relation skills.

Ability to be tactful and exercise diplomacy in meeting with all County Commissioners and the President's Office on a wide range of diverse and sometimes conflicting issues.

Strong analytical, writing and communication skills.

Knowledge of the legislative process and high level of experience and proficiency in drafting legislation.

Thorough knowledge of how state and local government's statutes and codes are organized.

Skill in researching legislative issues, including what other state and local government's laws are regarding these issues.

Skilled and proficient in PC Software to manage and generate information, reports, letters, etc.

Skilled in maintaining and updating web based programs.

Strong organizational skills.

Ability to manage multiple and confidential projects with short deadlines.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of five (5) years' experience working with state or local government's legislative bodies where duties included drafting legislation **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's Degree in Library Science.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0619
Job Title: Legislative Coordinator II
Salary Grade: 22
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 9500451
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

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum three (3) years' executive administration and legislative analysis experience.

Preferred Qualifications

Juris Doctorate or Master's degree PLUS, five (5) years' work experience analyzing legislation and working with governmental authorities.

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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: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1001012
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

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.

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COUNTY OF COOK



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

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1100466
Shakman Exempt

Characteristics of the Position

General Overview

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

Key Responsibilities and Duties

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

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

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

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

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

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

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

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

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

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

Knowledge, Skills and Abilities

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

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

Transactional legal experience.

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

Minimum Qualifications

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

Licensed to practice law in the State of Illinois.

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

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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: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1100467
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.

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: 5552
Job Title: Deputy Secretary to the Cook County Board of Commissioners
Salary Grade: 22
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1001011
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Board Secretary, provides hands-on oversight of the Department. Possesses extensive knowledge of the process and procedure of the Department. Serves as the representative of the Department and liaison with the President, Board of Commissioners, other elected officials and department heads. Aids in the formulation and development of department policies and procedures as necessary. Reviews legislation, proposed and past, introduced in the Illinois General Assembly and at the Board level. Prepares meeting notices, agendas and recordings of minutes, and various other clerical and administrative duties necessary for the smooth functioning of Board or committee meetings, including matters of a confidential nature.

Key Responsibilities and Duties

Works closely with the following: President of the Board, County Commissioners, Chairpersons of the various committees, elected officials and department heads and the County Clerk's office often in a confidential capacity to prepare and present the various agendas for consideration before the County Board.

Works closely with the Chairman, the Directors, Chairpersons of the various committees and the administrative staff of the Cook County Health and Hospitals System, often in a confidential capacity to prepare and present the various agendas for consideration before the System Board. Provides support often in a confidential capacity for the functions of the various committees including, but not limited to meeting notices, agendas and reporting of proceedings.

Assists every Commissioners' office in the processing of all routine office functions, including payroll, personnel transactions, accounts payable, rent and utilities of district offices, mail and reception assistance.

Maintains several accounts to support the Commissioners' national and regional leadership activities.

Tracks bills impacting the County and units of local government, and coordinates the analysis and lobbying efforts of the Board's interests and concerns regarding the legislative issues impacting the County's constitutional authority/powers, its budget/funding and, in general, its administrative, criminal justice, health and public safety services and facilities.

Works with the County Board's lobbyists and the Coordinator of Intergovernmental Affairs to inform the President and the Board of Commissioners of any legislation that may affect the County.

Electronically monitors legislation and drafts letters to legislative leaders.

Explores and makes recommendations on new programs and policies.

Knowledge, Skills and Abilities

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

Excellent organizational skills; ability to projects in a timely manner; must be attentive to details.

Must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

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

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of word-processor, PC software and other computerized programs to manage and generate information, reports, letters, etc.

Thorough knowledge of specialized principles and techniques (accounting, bookkeeping), office practices, policies and procedures.

Ability to work cooperatively with administrative, supervisory and professional personnel, including the Board of Commissioners, their staff and staff of the President of the County Board.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) years professional work experience 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 business management or public administration.

Three (3) years professional work experience dealing with elected officials and political processes in State and/or County government.

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