



COOK COUNTY, ILLINOIS

Manager, Training and Development Opportunity in Chicago

Cook County's Office of the President is seeking a Manager, Training and Development to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the general direction of the Human Resources Chief, plans, develops and provides training and employee development programs relative to education and training seminars for managerial, supervisory and other staff throughout Cook County Government. Maintains records of training activities and evaluates effectiveness of programs. Assists in the formulation and implementation of programs relative to management and employee development, as well as various seminars. Oversees the selection of consultants, instructors and speakers for training programs as needed. Confers with management to identify special training needs based on projected changes and other factors. Meets with Bureau Chief to discuss training programs and effectively recommend new courses of action.

How do I apply?

Please submit a Cover letter and Resume to 118 N. Clark St., Room #840, Attn: Regina Crider. You can also email the two required documents to Regina.Crider@cookcountyil.gov. The position description can be found on the right side of this page under the Download option.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

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

Characteristics of the Position

General Overview

Under the general direction of the Human Resources Chief, plans, develops and provides training and employee development programs relative to education and training seminars for managerial, supervisory and other staff throughout Cook County Government. Maintains records of training activities and evaluates effectiveness of programs. Assists in the formulation and implementation of programs relative to management and employee development, as well as various seminars. Oversees the selection of consultants, instructors and speakers for training programs as needed. Confers with management to identify special training needs based on projected changes and other factors. Meets with Bureau Chief to discuss training programs and effectively recommend new courses of action.

Key Responsibilities and Duties

Plans, develops and implements training and employee development programs, using methods such as classroom training, demonstrations, online training, meetings, conferences and workshops.

Assists in the formulation and implementation of programs relative to management and employee development, as well as various seminars such as Employment Plan Training, Employee Performance Evaluations and Employee Orientation. Confers with Human Resources Chief and/or Deputies to recommend programs aimed at the betterment of the workforce and their adjustment to work-related forces. In addition, serves as a resource for conveying important information to managers and employees in a variety of matters related to education, training and development.

Identifies problems, exchanges ideas and develops programs designed to address the needs of specific County departments and agencies.

Analyzes training needs to develop new training programs or modify and improve existing programs.

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

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

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

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

Performs other duties as assigned.

Knowledge, Skills and Abilities

Through knowledge of principles and methods for curriculum and training design, instruction for individuals and groups, and the measurement of training effects.

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

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

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

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

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

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

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

Skill in personnel interviewing techniques.

Minimum Qualifications

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

Preferred Qualifications

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

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

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

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.