



COOK COUNTY, ILLINOIS

Director of Policy Opportunity in Chicago

Cook County's Bureau of Human Resources is seeking a **Director of Policy** 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 direction of the Bureau Chief of Human Resources, develops and/or amends existing internal policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communications to the appropriate internal sources for distribution. Serves as point of contact answering inquiries from internal departments, employees and external agencies. Compiles all employment law policies and maintains electronic database of current and historical policies for reference and conducts the research of existing or impending employment laws affecting Cook County Government. Serves as the liaison between department and legal team to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration. May perform other duties as assigned.

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: 6043
Job Title: Director of Policy
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500648
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief of Human Resources, develops and/or amends existing internal policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communications to the appropriate internal sources for distribution. Serves as point of contact answering inquiries from internal departments, employees and external agencies. Compiles all employment law policies and maintains electronic database of current and historical policies for reference and conducts the research of existing or impending employment laws affecting Cook County Government. Serves as the liaison between department and legal team to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration May perform other duties as assigned.

Key Responsibilities and Duties

Develops, manages and evaluates Cook County Government policy activities and initiatives in relation to employment law mandates.

Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame.

Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources/Labor topics.

Works closely with the Deputy Bureau Chief - Director of Exempt Administration and Deputy Bureau Chief - Director of Labor Relations to ensure consistent policy development.

Coordinates with management to review employee policies in conjunction with the Bureau Chief, Deputy Bureau Chief - Director of Exempt Administration, Deputy Bureau Chief - Director of Labor Relations and Special Assistant for Legal Affairs to integrate the advocacy and policy plans into all affected departmental policies.

Identifies current research tools/methodologies to develop best practices for policy formation and adherence. Maintains working knowledge of significant or potential employment law developments and identifies their impact on current Cook County policies.

Serves as liaison between Bureau Chief and Special Assistant for Legal Affairs to develop and communicate policy changes based on research of current and impending employment laws. Researches and analyzes changes in laws and drafts internal policies based on findings.

Acts as Human Resource lead on inter-departmental team implementing policies, developing training programs and participating in trainings events.

Provides current updates and emerging issue briefings to the Bureau Chief or his/her designee.

Answers all policy inquiries posed by Department Heads, employees and external agencies.

Compiles all employment law policies and maintains database of current and historic policies for reference and attends internal training seminars as the subject matter expert.

Ensures policies are communicated to all employees in an effective and timely manner.

Ensures that administration, management and all staff comport, abide by and work within the parameters or boundaries of the Employment Plan.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local laws as it pertains to policies regarding Cook County Government.

General knowledge of Employment Law.

Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings.

Ability to communicate effectively both in written and verbal formats to communicate all current and impending policies.

Ability to make inquiries, convey information and explain or discuss office policy and procedures with other in person or via telephone.

Skilled in utilizing various search-engines and multi-media resources.

Ability to maintain confidentiality regarding policy matters.

Skill in the use of Microsoft Word and Excel.

Minimum Qualifications

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

Preferred Qualifications

Master's or Juris Doctorate Degree.

Two (2) years' of supervisory/operational experience in the public sector.

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.