



COOK COUNTY, ILLINOIS

Hearing Officer Opportunity in Chicago

Cook County's Bureau of Human Resources is seeking a **Hearing Officer** 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 supervision of the Deputy Bureau Chief of Human Resources/Director of Labor Relations and the Senior Labor & Employment Legal Counsel, acts as a liaison on behalf of County management in serving as hearing officer or mediator for union grievance hearings, resolution meetings, and other Labor/Management activities. Provides assistance to Labor Counsel on matters related to arbitrations and other labor related litigation. Researches information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information.

How do I apply?

Please submit a Cover letter and Resume to 118 N. Clark St., Suite 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

COUNTY OF COOK



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

Job Code: 6007
Job Title: Hearing Officer
Salary Grade: 23
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 0037896
Shakman Exempt Yes

Characteristics of the Position

General Overview

Under the general supervision of the Deputy Bureau Chief of Human Resources/Director of Labor Relations and the Senior Labor & Employment Legal Counsel, acts as a liaison on behalf of County management in serving as hearing officer or mediator for union grievance hearings, resolution meetings, and other Labor/Management activities. Provides assistance to Labor Counsel on matters related to arbitrations and other labor related litigation. Researches information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information.

Key Responsibilities and Duties

Acts as the hearing officer in connection with union grievances, schedules grievance hearings, coordinates hearings with necessary parties, interprets collective bargaining agreements and work force policies, and issues decisions.

Acts as a mediator in grievance resolution meetings in an effort to resolve third step grievances prior to arbitration, coordinates and conducts labor management meetings, interprets collective bargaining agreements, and makes recommendations for resolution.

Serves as an informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

Analyzes trends in labor relations and other work force data to proactively identify work environment concerns, risks and training opportunities, as well as make recommendations for changes to collective bargaining agreements and policies.

Supports supervisors with labor related matters, including interpretation of collective bargaining agreements and policies, and assists with implementation.

Analyzes data concerning discipline and grievances and consults with labor relations management staff to determine management and supervisory training needs regarding labor relations. May prepare statistical reports related to the grievance procedure.

Assists the Senior Labor & Employment Legal Counsel on matters related to arbitrations and other labor related litigation by researching past grievances, collecting documents, or corresponding with potential witnesses.

Performs other duties as assigned.

Maintains and ensures a high degree of confidentiality in all of the above matters.

Knowledge, Skills and Abilities

Skill in interpreting and applying collective bargaining agreement provisions, County Personnel Rules, and departmental rules and policies.

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Knowledge of Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures.

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor grievances.

Skill in presiding over third step grievance hearings and issuing well-reasoned decisions on the same.

Skill in analyzing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Must possess critical thinking skills including the ability to evaluate and distinguish important facts from large amounts of complex information.

Minimum Qualifications

Graduation from an accredited college or university with a Juris Doctorate degree, PLUS a minimum of five (5) years of experience in Labor or Industrial Relations.

Preferred Qualifications

Seven (7) years' experience in Labor or Industrial Relations.

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 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.

Revised: 2/27/2013

11.8.17fj 2.28.19 etb

Revised Quals & Grade 3.10.2020 ST