



COOK COUNTY, ILLINOIS

EEO/AAP Officer Opportunity in Chicago

Cook County's Office of the President is seeking an **EEO/AAP 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 direction of the Deputy Bureau Chief of Human Resources, coordinates all operations relating to the acquisition and analysis of County workplace information used in race/gender breakdowns of employees within various work categories. Initiates, develops and maintains EEO related policies including Reports required by the EEOC. May train departmental representatives to operate as in-house Equal Employment Opportunity (EEO) officers to maintain their own department's adherence to EEO/AAP legislation. Schedules and coordinates meetings with groups of departmental representatives to inform them of legislative and/or policy changes relative to the various programs. Conducts highly confidential investigations into all discrimination complaints of employees under Offices of the President and prepares detailed reports or responses to be submitted to the complainants, respondents, department heads and/or various Federal, State, or County agencies having jurisdiction. Acts as the Americans with Disabilities (ADA) Coordinator for Offices Under the President. Reviews confidential documentation and discusses accommodation requests with employees, treaters and department heads. Monitors the success/failure of accommodations.

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 Millennial 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 bicyclists.

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: O722
Job Title: EEO/AAP Officer
Salary Grade: 22
Bureau: Human Resources
Department: Human Resources
Dept Budget No. 1032
Position I.D. 0012929
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Deputy Bureau Chief of Human Resources, coordinates all operations relating to the acquisition and analysis of County workplace information used in race/gender breakdowns of employees within various work categories. Initiates, develops and maintains EEO related policies including Reports required by the EEOC. May train departmental representatives to operate as in-house Equal Employment Opportunity (EEO) officers to maintain their own department's adherence to EEO/AAP legislation. Schedules and coordinates meetings with groups of departmental representatives to inform them of legislative and/or policy changes relative to the various programs. Conducts highly confidential investigations into all discrimination complaints of employees under Offices of the President and prepares detailed reports or responses to be submitted to the complainants, respondents, department heads and/or various Federal, State, or County agencies having jurisdiction. Acts as the Americans with Disabilities (ADA) Coordinator for Offices Under the President. Reviews confidential documentation and discusses accommodation requests with employees, treaters and department heads. Monitors the success/failure of accommodations.

Key Responsibilities and Duties

Maintains statistical analysis of the County workforce by acquiring the racial and sexual breakdowns of current employees and categorizing them under eight (8) categories: officials/managers, professionals, protective service, para-professionals, office clerical, service maintenance, technicians and skill craft. Receives and analyses statistical data from payroll, personnel records and other sources as needed.

Discusses County EEO and AAP issues with the Bureau Chief, Deputy Bureau Chief and others to recommend changes in County workplace policies.

Develops monitoring systems utilizing hiring and promotion documents, exit interview forms, quarterly reports and annual reports to verify and address the Affirmative Action Program's County-wide progression.

Trains departmental representatives to become in-house EEO representatives who report departmental adherence to EEO/AAP legislation and related issues.

Schedules and coordinates meetings with groups of departmental representatives at various locations to inform and

enlighten them on the legislative changes and how these changes will directly affect policy and procedure.

Investigates documented discrimination/harassment complaints of employees under the Offices of the President. Meets with various departmental employees involved with the incident and prepares detailed reports.

Acts as ADA Coordinator for Offices Under the President.

Manages EEO related policies for Offices Under the President.

Conducts EEO related trainings.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge of U.S. Federal and State of Illinois rules and regulations, including the ADAAA and Executive Order 11246 on state and federal mandates passed on civil right issues including but not limited to, from cases in 1964, 1980, 1981, 1983 and 1991 and as may be amended.

Thorough knowledge of County personnel rules, policies and procedures.

The ability to communicate and interact effectively with County employees and a diverse assortment of individuals in order to explain policies and procedures. Ability to speak before groups of employees on a variety of subject matters relating to EEO/AAP legislation and situations.

Skilled in conducting interviews and eliciting required information. Skilled in collecting, interpreting and organizing technical information into concise documentation and narrative format in conjunction with industrial and labor relation policies and procedures.

General understanding of the principles, purpose and methods of statistical analysis and interpretation of results.

Skilled in performing complex mathematical computations for generating statistical data needed to monitor individual departmental and overall composite EEO/AAP programs throughout the County.

This position requires some traveling to work assignments for which the employee must provide his/her own adequate means of transportation.

Must possess excellent writing skills and the ability to produce thoughtful, well-composed letters, reports, and other correspondence related to matters at hand.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree.

Five (5) years of experience in labor/industrial relations and human resources of a highly responsible nature inclusive of three (3) years of experience handling EEO matters **OR**, an equivalent combination of professional work experience including but not limited to investigating employment practices and EEO related complaints, developing and managing guidelines and policies regarding employment matters.

Preferred Qualifications

Graduation from a School of Law with a Juris Doctorate degree.

Five (5) years of work experience handling EEO matters in the public or private sector.

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.

JC: 0722 revised 4/18/12
Rev 3.14.19 etb