



COOK COUNTY, ILLINOIS

Labor Counsel Opportunity in Chicago

Cook County's Office of the President is seeking a Labor Counsel 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.

Represents Cook County in matters within the authority of the Labor Relations Department under the supervision of the Senior Labor Counsel. Acts as a legal advisor and counsel to the County in all areas of labor relations related to the Bureau. Labor Counsel is responsible for all labor relations-related litigation that may arise, including arbitrations and Labor Relations Board matters. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules and department organization. Works with outside counsel, elected officials and department heads in matters associated with arbitrations and department work. Assists in labor negotiations with collective bargaining groups; assists in the evaluation, formation, and implementation of policy directives affecting employees of Cook County. Consults with the Bureau Chief of Human Resources and Deputy Chief in matters of highest confidentiality

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: 6010
Job Title: Labor Counsel
Salary Grade: 23
Bureau: Human Resources
Department: Labor Relations
Dept. Budget No. 1032
Position I.D. # 9500683
Shakman Exempt

Characteristics of the Position

General Overview

Represents Cook County in matters within the authority of the Labor Relations Department under the supervision of the Senior Labor Counsel. Acts as a legal advisor and counsel to the County in all areas of labor relations related to the Bureau. Labor Counsel is responsible for all labor relations-related litigation that may arise, including arbitrations and Labor Relations Board matters. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules and department organization. Works with outside counsel, elected officials and department heads in matters associated with arbitrations and department work. Assists in labor negotiations with collective bargaining groups; assists in the evaluation, formation, and implementation of policy directives affecting employees of Cook County. Consults with the Bureau Chief of Human Resources and Deputy Chief in matters of highest confidentiality.

Key Responsibilities and Duties

Evaluates, prepares, and represents Cook County in all labor arbitrations between Cook County and unions.

Reviews grievances, determines and implements litigation strategy, prepares witnesses, collects evidence, conducts thorough analysis of case and negotiates settlement when appropriate.

Coordinates hearings with opposing counsel and management, and communicates with arbitrators.

Researches pending legal issues, analyzes case laws and facts and prepares pre- and post-hearing briefs.

Counsels various Cook County departments and offices in labor relations and employment matters such as discipline, layoffs, terminations, transfers and numerous other matters that may arise between Cook County management and employees/unions.

Provides advice and counsel on employment related laws and matters such as the implementation of policy and initiatives within the parameters of the CBA, grievances, arbitrations, the Family and Medical Leave Act, Affordable Care Act, and Equal Employment Opportunity laws.

Represents the County in litigation related to the collective bargaining process including duty to bargain in good faith, contract violations, and disciplinary matters as well as grievances and arbitrations resulting therefrom; and consult on strike planning.

Appears before various forums including the Illinois Labor Relations Board on matters involving union certification petitions, representation petitions, unit clarification petitions and unfair labor practice charges.

Interprets collective bargaining agreements, County policies and applicable laws and regulations.

Assists the Deputy Chief and Senior Labor Counsel in labor negotiations and the formulation, implementation and enforcement of labor and employee policies for Cook County, and in doing so is responsible for matters of the utmost confidentiality.

Works with outside counsel and retained experts on a variety of employment related issues.

Advises on implementation of policies and initiatives including Workers Compensation, disability, and return to work matters.

Knowledge, Skills, and Abilities

Knowledge of and ability to resolve complex labor disputes through negotiations.

Strong command of the rules of evidence, civil procedure and trial advocacy, and the ability to effectively litigate complex labor and employment issues with minimal direction.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to develop strategy pertaining to a wide range of matters, including discipline, contract interpretation, salaries, benefits and working conditions.

Knowledge of all applicable federal, state, county and local laws, rules and regulations including those of the Illinois Labor Relations Board and the ability to represent Cook County before various forums.

Skill in analyzing labor agreements and appropriately interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys,

elected officials, department heads, management, employees, and union officials.

Ability to communicate effectively with tact and courtesy and conduct oneself in a professional manner. Good communication skills; good negotiation skills; ability to convey information and explain or describe County policy and procedure to others.

At the direction of the Deputy Chief, acts a liaison between the Offices Under the President and other Cook County offices and agencies.

Minimum Qualifications

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health and Hospital System.

Graduation from an accredited law school as Juris Doctor.

Licensed to practice law in the State of Illinois.

Three (3) years' of work experience in labor relations, human resources, litigation, or other related field.

The duties listed are not set forth for purpose 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 of an employee's normal line of work.

Revised: 2/27/2013