



**Commissioner – 11th District
Cook County Board of Commissioners**

MEMORANDUM

Date: October 31, 2017

TO: Cook County Assessor
Cook County Board of Review
Cook County Clerk
Cook County Recorder of Deeds
Cook County Treasurer
Cook County Office of Chief Judge
Cook County Sheriff's Office
Cook County State's Attorney
Cook County Clerk of the Circuit Court
Cook County Health & Hospital System

FROM: John P. Daley
Chairman, Finance Committee

RE: HR Consolidation

A handwritten signature in black ink, appearing to read "JPD", is written over the printed name and title of John P. Daley.

As discussed at the Finance Committee Meeting of October 26, 2017, the Board of Commissioners requests that you participate in a collaborative consolidation effort with the Bureau of Human Resources (BHR) to explore all possible areas of consolidating Human Resources (HR) functions County-wide in order to reduce cost and increase the efficiency of Cook County's HR operations.

The proposed collaboration focuses primarily on the following areas of possible consolidation: Administration, Compliance and EEO, Recruitment and Selections, Classification and Compensation, Labor Relations, HR Information Systems (HRIS), Personnel Services, Leave Management, and Training and Development.

Consolidation will enable County Offices to lower operating costs and place more emphasis on their respective core functions. Processes will be streamlined, especially as the County moves toward the implementation of a consolidated human capital management system, Oracle EBS.

I have asked the Bureau of Human Resources to begin scheduling meetings, all of which should be completed no later than Thursday, November 9, 2017. Before the meetings, and in no event later than Monday, November 6, 2017, please provide the Board of Commissioners with answers to the following questions



Administration

1. Please identify the number of FTEs and position titles for those positions that have HR related functions budgeted in Administration or any program not mentioned below.
2. Please provide an organizational chart. If a chart cannot be provided, please list the management position titles (for those with HR related responsibilities) and their direct reports.
3. Please list all HR related rules, procedures, and policies issued by your office (e.g. Personnel Rules, EEO Policy, ADA Accommodation Policy, FMLA Policy, Workplace Violence Policy, Leave Policies, etc.)

Compliance and EEO

1. Is your office a party to the Shakman v. Cook County, No. 69 C 2145 (N.D. Ill.) litigation? If so, has your office reached substantial compliance? Please provide the date your office reached substantial compliance.
2. Does your office have an Employment Plan approved by the federal court? If so, please identify the number of FTEs and position titles of the personnel responsible for monitoring compliance of the plan.
3. Please provide the number of Employment Plan violation complaints received for Fiscal Year 2016 and Fiscal Year 2017 and the number of investigations conducted.
4. Is your office required to refer allegations of Unlawful Political Discrimination to the OIIG? If not, how many investigations has your office conducted in Fiscal Year 2016 and Fiscal Year 2017 involving allegations of Unlawful Political Discrimination?
5. Please identify the number of FTEs and position titles for those personnel that handle EEO related functions.
6. Please provide the average number of EEO cases and ADA requests handled within your EEO Office for the Fiscal Year 2016 and Fiscal Year 2017 (as of October 30, 2017).
7. Is EEO related training provided by your EEO office? If so, what is the frequency of such training?

Recruitment and Selections

1. Please identify the number of FTEs and position titles within your Recruiting Division.
2. How many positions did you post/advertise for hire in Fiscal Year 2016 and Fiscal Year 2017?
3. How many candidates did you hire in Fiscal Year 2016 and Fiscal Year 2017 (as of October 30, 2017)?

4. Please explain your current hiring process if it is not prescribed in a court approved Employment Plan.

5. Please identify the career status of employees in your Office (i.e. Career Service, Direct Appointment, Shakman Exempt, or others).

6. Please identify the applicant tracking system your Office utilizes.

Classification and Compensation

1. Please identify the number of FTEs and position titles in your Classification and Compensation Division.

2. How many desk audits, reclassifications, upgrades and downgrades did you perform Fiscal Year 2016 and Fiscal Year 2017 (as of October 30, 2017)?

Labor Relations

1. Please identify the number of FTEs and position titles of personnel that handle your grievances/arbitrations and collective bargaining process.

2. For Fiscal Year 2016, how many grievances were received?

3. For Fiscal Year 2016, how many grievances were advanced to arbitration?

4. Please identify what position title represents your Office is EE0-external charges?

HRIS

1. Please identify the number of FTEs and position titles for any personnel responsible for entering employee information in E-1.

2. Please identify all HR systems used within your Office and state their specific purpose.

3. Do you have any interfaces setup that share your agency employee information with an external vendor? If so, please identify the interfaces and vendor(s).

Personnel Services

1. Please identify the number of FTEs and position titles for those personnel responsible for providing the following services: onboarding new hires, pre-employment screening, maintaining personnel records, identification production and conducting background investigations.

2. Please briefly describe your Office's onboarding process.

3. If health screenings (physicals, drug and alcohol screenings, etc.) are required, do you use an outside vendor or do you have a medical facility onsite? If an outside vendor is used, please

provide the name of the vendor and the amount that is budgeted for that service on an annual basis.

4. If background screenings are not currently provided through BHR, please provide a brief description of your process and information pertaining to the vendor used. If your Office uses the Illinois State Police for background checks / investigations, please indicate the type of service provided.

Leave Management

1. Please identify the number of FTEs and position titles for those personnel responsible for leave management.
2. For Fiscal Year 2016 and Fiscal Year 2017(as of October 30, 2017), please provide the number of leave requests received.
3. Please provide the current number of employees on leave (including FMLA) as of October 30, 2017.

Training and Development

1. Please identify the number of FTEs and position titles for those personnel responsible for training and staff development.
2. Do you currently conduct employee training? If so, is it delivered based on title/position? How often is this training delivered?
3. What yearly or bi-yearly compliance training does your office deliver?
4. Please identify the Learning Management System (LMS) your Office utilizes.
5. Please identify unique, specialized training modules provided to your Office's employees.

Please submit your responses to the Board of Commissioners and send carbon copies to the Bureau Chief of the Cook County Bureau of Human Resources – Velisha L. Haddox, velisha.haddox@cookcountyil.gov.

Thank you for your cooperation.