



COOK COUNTY, ILLINOIS

Diversity, Equity, Inclusion and Outreach Manager Opportunity in Chicago

The Cook County Department of Human Resources is seeking a Diversity, Equity, Inclusion and Outreach Manager 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 Director of Human Resources, the Diversity, Equity, Inclusion and Outreach Manager supports Cook County's culture of fairness, equity, diversity, inclusion, and compliance. Assists with the development of a strategic plan for Workforce Strategy and creation of related policies. In addition, implements programs to achieve the County's affirmative action plan goals, including community outreach, advertise employment opportunities in an effort to improve categories of underutilization as identified on the EEO reports. Acts as a liaison to the EEO/AAP Officer and Director of Equity and Inclusion on Affirmation Action policy and implementation.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

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
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.**

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 9399
Job Title: Diversity, Equity, Inclusion and Outreach Manager
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 1032
Position I.D. 0121664
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Human Resources, the Diversity, Equity, Inclusion and Outreach Manager supports Cook County's culture of fairness, equity, diversity, inclusion, and compliance. Assists with the development of a strategic plan for Workforce Strategy and creation of related policies. In addition, implements programs to achieve the County's affirmative action plan goals, including community outreach, advertise employment opportunities in an effort to improve categories of underutilization as identified on the EEO reports. Acts as a liaison to the EEO/AAP Officer and Director of Equity and Inclusion on Affirmation Action policy and implementation.

Key Responsibilities and Duties

Develops and implements strategic plans and policies to achieve affirmative action plan goals.

Creates an overall community outreach strategy, with goals and measurements, to educate diverse organizations about employment opportunities.

Develops a specific community outreach plan to improve underutilization categories as identified in EEO reports.

Implements strategic community outreach plans and activities, providing written reports on each community activity and/or organization contacted on a regular basis.

Works with Workforce Strategy to identify community organizations for sourcing opportunities. Organizes and attends community job fairs and recruiting events, as needed.

Collaborates with the EEO/AAP Officer and Director of Equity and Inclusion to plan and implement programs to achieve EEO and diversity goals.

Develops and maintains relationships with internal and external stakeholders to identify how policies can be improved to support workforce strategy.

Builds partnerships, collaborates, coordinates, and tracks activities and policies related to equity and outreach.

Knowledge, Skills and Abilities

Able to effectively outreach to diverse community groups within Cook County, providing education about employment opportunities.

Knowledge about the Diversity, Equity and Inclusion strategic plans and programs.

Knowledge of County personnel rules, policies, and procedures.

Knowledge of OFCCP reporting and analysis including understanding underutilization.

Skill in Microsoft Excel, PowerPoint.

Skill in building relationships with multiple constituencies.

Ability to communicate effectively with stakeholders, both in written and presentation form.

Ability to manage confidential and time-sensitive matters, including appropriately prioritizing among them.

Minimum Qualifications

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

Three (3) years related working experience, in Human Resources or diversity, equity or inclusion. Community outreach experience required.

Preferred Qualifications

Previous EEO or Affirmative Action compliance experience.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

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.