



## **COOK COUNTY, ILLINOIS**

### **Administrative Analyst II Opportunity in Chicago**

The Cook County Department of Administration is seeking an Administrative Analyst II 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 Program Director, the Administrative Analyst II assists with performing investigation and analysis of operational systems and procedures, program and organizational structures and policies to ascertain fiscal, technical, administrative or other problems which need further attention. Assists in drafting and implementing corrective policies and procedures and other system enhancements resulting in improved productivity and workflow. Assists Program Director with specialized analysis of a fiscal, policy or technical nature utilizing statistical methods and advanced computer-based (PC) software applications as required.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto: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 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 motorist, 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: 0292  
Job Title: Administrative Analyst II  
Salary Grade: 19  
Bureau: Justice Advisory Council  
Department: Administration  
Dept. Budget No. 1205  
Position I.D. 0062219  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the Program Director, the Administrative Analyst II assists with performing investigation and analysis of operational systems and procedures, program and organizational structures and policies to ascertain fiscal, technical, administrative or other problems which need further attention. Assists in drafting and implementing corrective policies and procedures and other system enhancements resulting in improved productivity and workflow. Assists Program Director with specialized analysis of a fiscal, policy or technical nature utilizing statistical methods and advanced computer-based (PC) software applications as required.

### **Key Responsibilities and Duties**

Assists in the investigation and review of problem areas submitted for analysis. Studies management methods in order to improve workflow, simplify reporting procedures or implement cost reductions.

Helps coordinate collection and preparation of operating reports such as budget expenditures and statistical records of performance. Prepares comprehensive reports including conclusions and recommendations for solution to administrative problems.

May assist in the training, coordination and/or orientation of staff.

Maintains liaison with County departments; reviews and interprets departmental rules, regulations and policies.

May work with Bureau Chiefs and/or departmental heads to review, analyze and interpret existing and prepared programs and policies and determine their need and impact.

Assists in coordinating office services for various County agencies or units within a Bureau in such activities as staffing, budget preparation and control, records control and special management studies.

May work in conjunction with the Bureau of Technology or Bureau of Research and Innovation to improve effective operational programs and systems based on extensive research and design.

Assists in the setting up of seminars and in-house programs.

Explores and makes recommendations on new programs and policies.

Gather and report on both quantitative and qualitative data, analyzing it for any trends or important information that may be useful in formulating new policies.

Assist with formulating reports which condense and summarize information and display key evidence for stakeholders to review.

### **Knowledge, Skills and Abilities**

Ability to interact and communicate effectively with public officials on a variety of policy and operational issues; ability to analyze situations and problems to reach practical and logical conclusions.

Knowledge of Microsoft Office Suite.

Excellent writing skills with the ability to analyze and articulate, verbally and through written documents.

Strong interpersonal skills, including an ability to get along with people of diverse backgrounds and facilitate conflict resolution.

Strong public speaking skills.

Skilled with ability to handle multiple tasks and coordinate complex projects.

Ability to navigate complex systems and identify key interventions to enhance the systems.

Ability to think creatively, use critical thinking and analytical skills and a solution-focused approach to address challenging or difficult situations.

Ability to cultivate relationships with a variety of stakeholders and community partners.

### **Minimum Qualification**

Graduation from a recognized college or university with a Bachelor's Degree in public administration, data analysis, systems management or related field, supplemented by one

(1) year of progressively responsible administrative experience; or five (5) years equivalent combination of training and experience in management analysis.

### **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 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.**