



COOK COUNTY, ILLINOIS

Administrative Analyst V Opportunity in Chicago

The Cook County Department of the Office of the Chief Administrative Officer is seeking an Administrative Analyst V 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.

Assists the Chief Administrative Officer and department heads with the development of budgets, the development of policies, programs and other administrative functions relative to assigned agencies with the Bureau of Administration. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality. Represents the Chief Administrative Officer on the Employee Injury Compensation Committee. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Reviews and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Coordinates special projects.

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 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: 0295
Job Title: Administrative Analyst V
Salary Grade: 23
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 1011
Position I.D. 9500109
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer and department heads with the development of budgets, the development of policies, programs and other administrative functions relative to assigned agencies with the Bureau of Administration. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality. Represents the Chief Administrative Officer on the Employee Injury Compensation Committee. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Reviews and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Coordinates special projects.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that County policies are enforced.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality.

Coordinates management reports submitted by all departments under the Bureau to monitor departmental progress and ensure compliance with County policies.

Acts as the Human Resources liaison. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Ensures that the County adheres to policies, particularly the Shakman Decree.

Coordinates special projects such as the Charity Drives, Food Drives, Coat Drive and United Negro College Fund.

Knowledge, Skills and Abilities

Knowledge of the Cook County Government's function and purpose.

Extensive knowledge of policies and procedures governing the County. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to use discretion in handling confidential information.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situation.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons and other county agencies in resolving issues of a sensitive nature.

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts and take appropriate action.

Good interpersonal relations skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Excellent writing skills, ability to clearly articulate written documents.

Ability to demonstrate administrative and supervisory skills.

Ability to manage multiple projects effectively.

Minimum Qualifications

High School Diploma or GED Certificate PLUS a minimum of one (1) year of professional administrative experience **OR** graduation from an accredited college or university with a Bachelor's Degree.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience including experience with budget development and tracking.

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.