



COOK COUNTY, ILLINOIS

Director of Policy Opportunity in Chicago

The Cook County Office of the President is seeking a Director of Policy 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 President's Office, directs the development or amendment of existing policies based on the President's Policy Roadmap and other policy initiatives. Drafts strategic initiatives that address public policy challenges for approval and distributes approved communications to the appropriate internal sources. Partners with internal or external stakeholders regarding the advancement of policy initiatives of the President's Office. May manage or liaise with the Policy Roadmap Committee, answering inquiries from internal departments, employees and external agencies.

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 bicyclists.

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:	8758
Job Title:	Director of Policy
Salary Grade:	24
Bureau:	Offices Under the President
Department:	Office of the President
Dept. Budget No.	032
Position I.D.	0062214
Shakman Exempt	Yes

Characteristics of the Position

General Overview

Under the direction of the President's Office, directs the development or amendment of existing policies based on the President's Policy Roadmap and other policy initiatives. Drafts strategic initiatives that address public policy challenges for approval and distributes approved communications to the appropriate internal sources. Partners with internal or external stakeholders regarding the advancement of policy initiatives of the President's Office. May manage or liaise with the Policy Roadmap Committee, answering inquiries from internal departments, employees and external agencies.

Key Responsibilities and Duties

Develops manages and evaluates Cook County Government policy activities and initiatives in relation to the Policy Roadmap.

Analyzes, and summarizes dense and complex information accurately, clearly and within a short time frame.

Leads and manages the research and analysis required to produce public policy memos and key reports on County policies.

Works closely with the all Department Heads and Bureau Chiefs to ensure consistent policy development related to the Policy Roadmap.

Serves as liaison between the President's Office and the Policy Roadmap Committee and other public policy related Committees advanced by the Offices under the President.

May direct, coordinate and supervise assignments pertaining to the Policy Roadmap.

Answers policy inquiries posed by Department Heads, employees and external agencies.

Handles special projects of specific purposes and confidential nature as required.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local laws as it pertains to policies regarding Cook County Government.

Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings.

Ability to communicate effectively both in written and verbal formats to communicate all current and impending policies.

Ability to plan, organize, direct and evaluate projects, to recommend constructive improvements.

Skilled in utilizing various search-engines and multi-media resources.

Ability to maintain confidentiality regarding policy matters.

Skill in the use of Microsoft Word and Excel.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) years' experience in the creation, implementation, or oversight of policy matters, **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Masters Degree or Juris Doctorate.

Two (2) years of supervisory/operational experience in the public sector.

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.