



COOK COUNTY, ILLINOIS

Workforce Strategy Auditor and Training Specialist

Opportunity in Chicago

The Cook County Department of Human Resources is seeking a Workforce Strategy Auditor and Training Specialist 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, serves as the Workforce Strategy technical expert for the County's Employment Plan, hiring process and related Personnel Rules and Supplemental policies for Offices Under the President. Develops and/or revises policies relating to recruitment and selection and other Workforce Strategy workstreams including, compensation and salary administration, and job or position classification. Provides technical training on the same. Liaises with the Manager of Training, the Deputy Director of Human Resources – Workforce Administration to perform required job duties. Audits processes and advises Workforce Strategy Division on technical matters. May also liaise on such matters with the Compliance Officer. Analyzes the effectiveness of the hiring process and recommends associated policy changes to the Employment Plan. Trains Workforce Strategy staff and OUP staff on recruitment and selection and related Workforce Strategy workstreams. Provides key Workforce Strategy metrics to ensure on-target hiring goal achievement. Performs other duties as assigned.

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: 9398
Job Title: Workforce Strategy Auditor and Training Specialist
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 1032
Position I.D. 0121663
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Human Resources, serves as the Workforce Strategy technical expert for the County's Employment Plan, hiring process and related Personnel Rules and Supplemental policies for Offices Under the President. Develops and/or revises policies relating to recruitment and selection and other Workforce Strategy workstreams including, compensation and salary administration, and job or position classification. Provides technical training on the same. Liaises with the Manager of Training, the Deputy Director of Human Resources – Workforce Administration to perform required job duties. Audits processes and advises Workforce Strategy Division on technical matters. May also liaise on such matters with the Compliance Officer. Analyzes the effectiveness of the hiring process and recommends associated policy changes to the Employment Plan. Trains Workforce Strategy staff and OUP staff on recruitment and selection and related Workforce Strategy workstreams. Provides key Workforce Strategy metrics to ensure on-target hiring goal achievement. Performs other duties as assigned.

Key Responsibilities and Duties

Provides support and expertise for the proper execution of the Employment Plan and related Human Resources policies and procedures.

Creates or revises policies and standard operating procedures to ensure the efficacy of existing Workforce Strategy processes.

Monitors the hiring process to ensure compliance; develops analytical tools to assess Employment Plan effectiveness and makes recommendations for policy changes to the Plan as needed.

Responds to recruitment and selection questions relating to the Employment Plan, hiring process and related sections in the Personnel Rules.

Partners with the Training Division to develop training modules; provides content and delivers training specific to the Employment Plan and hiring process.

Oversees and participates in Workforce Strategy internal training to ensure a highly trained staff.

Works with Workforce Strategy teams to ensure standard operating procedures and training videos are current and accurate.

Monitors hiring processes and procedures for conformance with the County's Employment Plan, collective bargaining agreements and other human resources-related laws and regulations.

Provides expertise to Workforce Strategy team on compliance related issues and coordinates responses on compliance findings.

Assists Workforce Strategy staff on the interpretation and processing of actions related to the executing of Supplemental Policies.

Coordinates reporting of and assists in analyzing Workforce Division metrics to ensure goal achievement.

Coordinates the communication on changes to the hiring process.

Assists Workforce Strategy team by providing input to and/or leading projects including the Budget Book.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Highly knowledgeable in technical matters relating to recruitment and selection policies and processes.

Ability to work with a public sector employment plan for development and implementation.

Integrate Employment Plan requirements into the hiring process to achieve hiring plan goals.

Effectively communicate complex technical matters in concise, easy to understand language to employees, management, vendors and consultants.

Ability to synthesize complex employment plan situations into a digestible, actionable format.

Ability to navigate in a rapidly changing organization and operate comfortably with ambiguity and complexity.

Ability to work with a range of audiences from diverse backgrounds.

Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.

Skill in researching new and existing policies and practices related to the workforce field.

Ability to work with confidential materials, employee information and maintain confidentiality at all times.

Ability to convey information and explain or describe Workforce Strategy policies and procedures to others in person or by Teams or telephone.

Ability to lead a project to successful completion.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years of experience in recruitment and selection or job analysis, position classification, development of job descriptions and wage/salary administration and/or analysis in a public entity, **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Bachelor's or Master's degree in Business Administration or Human Resources.

Experience working with a public entity employment or hiring plan.

Experience in a unionized environment working with collective bargaining agreements.

Design or development of workforce strategy programs.

Project lead experience.

Consulting industry experience.

PHR or SHRM-CP certification.

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 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.