



## **COOK COUNTY, ILLINOIS**

### **Data and Research Director Opportunity in Chicago**

The Cook County Justice Advisory Council is seeking a Data and Research Director 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 Executive Director of Justice Advisory Council (JAC), leads the development, maintenance, and analysis of key measurements and other relevant data indicators of the JAC's grantmaking, service provision, community engagement work as well as key data related tactics to the JAC's legislative and administrative reform work. Leads the data collection, analysis, interpretation, and reporting of JAC's legislature and initiatives. Responds to requests from program personnel, community agencies, and the public for subject matter data and reports regarding JAC's initiatives. Creates and implements policies based on analysis and data points for the JAC. Coordinates, facilitates, and follows up on the evaluation and research of the JAC's work with outside technical providers as needed. Implements, designs, and writes policies and procedures related to the JAC's reform work around its legislature. Writes and drafts policies based on data collected for the JAC initiatives.

#### **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: 9513  
Job Title: Data and Research Director  
Salary Grade: 24  
Bureau: Office of the President  
Department: Justice Advisory Council  
Dept. Budget No. 1205  
Position I.D. 0130211  
Shakman Exempt

## Characteristics of the Position

### **General Overview**

Under the direction of the Executive Director of Justice Advisory Council (JAC), leads the development, maintenance, and analysis of key measurements and other relevant data indicators of the JAC's grantmaking, service provision, community engagement work as well as key data related tactics to the JAC's legislative and administrative reform work. Leads the data collection, analysis, interpretation, and reporting of JAC's legislature and initiatives. Responds to requests from program personnel, community agencies, and the public for subject matter data and reports regarding JAC's initiatives. Creates and implements policies based on analysis and data points for the JAC. Coordinates, facilitates, and follows up on the evaluation and research of the JAC's work with outside technical providers as needed. Implements, designs, and writes policies and procedures related to the JAC's reform work around its legislature. Writes and drafts policies based on data collected for the JAC initiatives.

### **Key Responsibilities and Duties**

Prepares detailed summaries of key measurements, status updates, utilization, program metrics, and other relevant data suitable for publication or presentation.

Prepares white papers on key measurements as related to administrative or legislative reform work as well as other areas of the JAC (grantmaking, services provision, and community engagement) as they relate to policy goals, in coordination with the appropriate stakeholders.

Works with multiple stakeholders on policy implementation tactics on sensitive matters.

Formulates and strategizes policies based on feedback and initiatives based on JAC programs.

Coordinates with outside researchers and evaluators of the JAC's programming to ensure and facilitate such research and evaluations.

Drives the development and analysis of measures of departmental program effectiveness, efficiency, utilization, and impact to program status.

Prepares data analysis, interpretation, modeling analysis, and reporting for JAC needs monitoring quality and consistency.

Ensures policies drafted are communicated to all stakeholders in an effective and timely manner.

Responds to requests from program personnel, community agencies, and the public for relevant departmental subject population data and other applicable reporting.

Provides technical assistance in the development of data collection and analysis related to departmental or program status updates and service utilization.

Prepares and writes policy, as well as assembles data reports for grants.

Reviews incoming and outgoing material and correspondence for consistency and compliance with procedures; assures that proper clearance(s) have been obtained.

Collects information from the files or staff for routine inquiries on office program(s) or periodic reports, and refers non-routine requests to supervisors or staff.

Edits and reformats written or electronic drafts; transcribes reports and other analyses, legal proceedings (as applicable), contracts, or similar material from voice tapes or handwritten drafts.

Verifies and corrects text using specialized technical or other subject matter terminology.

Clarifies or corrects missing information, improper formatting, or other discrepancies related to records management.

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

Knowledge of relevant subject matter and basic statistics.

Skill in program evaluation and writing concise conclusions based on evaluation findings.

Skill in excellent written and verbal communication skills.

Critical thinking skills.

Ability to utilize data visualization and analysis software such as Excel, Tableau, R and Stata.

Ability to have strong attention to detail as well as analytical and organizational skills.

Ability to present data in a simple and straightforward way for non-technical audiences.

Ability to edit and reformat written or electronic drafts; transcribe reports, applicable analyses, legal proceedings, contracts or similar material from voice tapes or handwritten drafts.

Ability to elicit information from and provide information to clients with a variety of educational, social, and ethnic backgrounds.

Ability to work independently and collaboratively as part of a team.

Ability to work with complex and undefined datasets.

### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree, **PLUS** three (3) years' experience analyzing statistics and data regarding Public Policy, Statistics Analysis, Criminal Justice, or Economics **OR** an equivalent combination of professional work experience, training, and education.

### **Preferred Qualifications**

Graduation from an accredited college or university with a master's degree **PLUS** five (5) years' work experience analyzing statistics and data regarding Public Policy, Statistics Analysis, Criminal Justice, or Economics.

### **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.**