

**POSITION PROFILE**  
**DIRECTOR OF POLICY**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**

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**UNDER THE**  
**PRESIDENT**

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February 2023

## POSITION PROFILE

POSITION: Director of Policy

DEPARTMENT: Human Resources

REPORTS TO: Deputy Chief Human Resources Officer

HOW TO APPLY: Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)

## OVERVIEW

The Bureau of Human Resources seeks a Director of Policy to lead the HR policy strategy, development, and implementation. This role provides support to the Bureau of Human Resources and to Offices under the President, generally, on policy matters with labor and employment elements.

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.

### WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

**YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.**



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



## SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
  - 2nd largest county in America
  - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions represented
  - 63 separate collective bargaining agreements
- 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.
- Bureau of Human Resources has 60 Employees to date and is growing to 95 in 2023

## 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.

## ROLE SUMMARY

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Under the direction of the Bureau Chief of Human Resources, develops and/or amends existing internal policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communications to the appropriate internal sources for distribution. Serves as point of contact answering inquiries from internal departments, employees and external agencies. Compiles all employment law policies and maintains electronic database of current and historical policies for reference and conducts the research of existing or impending employment laws affecting Cook County Government. Serves as the liaison between department and legal team to develop new policies based on existing and changing local, state or federal laws or at the request of the Administration May perform other duties as assigned.

## KEY RESPONSIBILITIES AND DUTIES:

Develops, manages and evaluates Cook County Government policy activities and initiatives in relation to employment law mandates.

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

Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources/Labor topics.

Works closely with the Deputy Bureau Chief - Director of Exempt Administration and Deputy Bureau Chief - Director of Labor Relations to ensure consistent policy development.

Identifies current research tools/methodologies to develop best practices for policy formation and adherence. Maintains working knowledge of significant or potential employment law developments and identifies their impact on current Cook County policies.

Serves as liaison between Bureau Chief and Special Assistant for Legal Affairs to develop and communicate policy changes based on research of current and impending employment laws. Researches and analyzes changes in laws and drafts internal policies based on findings.

Acts as Human Resource lead on inter-departmental team implementing policies, developing training programs and participating in trainings events.

Provides current updates and emerging issue briefings to the Bureau Chief or his/her designee.

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

Compiles all employment law policies and maintains database of current and historic policies for reference and attends internal training seminars as the subject matter expert.

Ensures polices are communicated to all employees in an effective and timely manner.

Ensures that administration, management and all staff comport, abide by and work within the parameters or boundaries of the Employment Plan.

#### KNOWLEDGE, SKILLS AND ABILITIES:

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

General knowledge of Employment Law.

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 make inquiries, convey information and explain or discuss office policy and procedures with other in person or via telephone.

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 three (3) years of professional work experience dealing with personnel matters of a highly confidential or sensitive nature OR, an equivalent combination of professional work experience, training and education.

#### PREFERRED QUALIFICATIONS:

Master's or Juris Doctorate Degree.

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

**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.**

## EMPLOYMENT TERMS

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**POST OFFER TESTING:** This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

**COVID-19 VACCINATION POLICY:** 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's Mandatory COVID-19 Vaccination Policy](#).

**RESIDENCY REQUIREMENT:** 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.