

POSITION PROFILE
DIRECTOR OF HUMAN RESOURCES
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

December 2023

POSITION PROFILE

POSITION: Director of Human Resources

DEPARTMENT: Bureau of Human Resources

REPORTS TO: Chief Human Resources Officer

POSTING SALARY: \$140,040- \$171,160

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Bureau of Human Resources seeks a Director of Human Resources to support the Chief Human Resources Officer to plan, develop and implement programs for the improvement of personnel effectiveness as it pertains to maintenance and management of divisions in the Human Resources Department under the Director's jurisdiction.

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.

**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.

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

Under the direction of the Bureau Chief of Human Resources, the Director of Human Resources directs the operations and manages day to day functions of divisions in the Human Resources Department with a specific concentration in employee administration. The divisions under the jurisdiction of the Director include EEO, HRIS, Leave Management, Personnel Services, Training and Development and Workforce Strategy. Coordinates the efforts of managers and consults regularly and in a confidential manner with the Chief Human Resources Officer to formulate policy and review and evaluate staff efforts. Plans, proposes and develops projects and programs particular to areas under the Director's jurisdiction. Assumes primary responsibility for special projects and assignments as necessary as well as oversight of the Bureau's public service counter and public facing activities. Represents the Bureau and/or the Chief Human Resources Officer in meetings with elected and administrative officials to discuss hiring and other personnel related matters. Finalizes and signs off on a variety of personnel actions requiring the Bureau's approval and appraises the Chief Human Resources Officer of matters requiring his/her/their attention.

KEY RESPONSIBILITIES AND DUTIES:

Oversees Human Resources Bureau functions related to the central administration of matters such as wage and salary administration, job classification and compensation, and recruitment and selection. Assists the Chief Human Resources Officer as needed in areas related to training and career development; human relations; EEO; employee health screening; leave management; employment processing and drug testing.

Troubleshoots a wide variety of day-to-day issues, problems and concerns which may arise, requiring direct and immediate intervention by the Director; this often includes contacting high-ranking personnel within elected and other

offices of the County in order to resolve matters related to employee rights and benefits, salary adjustments, return to work and/or job placement.

Helps ensure that the centralized aspects of County personnel administration are properly and effectively coordinated to meet various departmental needs; provides an effective forum for discussing issues of mutual concern with outside agencies and offices.

Reviews the effectiveness of County personnel policies and procedures and recommends innovative changes.

Ensures compliance with recognized County, rules and regulations pertaining to terms of employment; evaluates Human Resources policies work related problems that adversely affect employee morale and productivity.

Assists in the coordination of the Human Resources Bureau's activities with other agencies and bureaus, as needed, in related aspects of hiring and employment, wage and salary administration, position classification, and payroll management. Processes and authorizes various personnel actions such as hires, promotions, employee placement, and budgetary line-item changes such as reclasses, subject to the President's and/or the Chief Human Resources Officer's approval.

Assists the Chief Human Resources Officer in formulating goals and objectives to be met in divisions within the Director's jurisdiction, developing timetables, and responding to special needs and concerns. Assists in meeting various compliance goals and timetables of the Shakman Relief Order or the County's Employment Plan.

Conducts research and analysis of County trends including review of reports and metrics from the County's HRIS and talent management systems.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Monitors and identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management that align with the County's Employment Plan.

Delegates duties and responsibilities as necessary to enhance the orderly operation of the Human Resources Department.

Knowledge, Skills and Abilities

Knowledge of human resources administration and personnel management, particularly within the context of a large municipal governmental setting.

Knowledge of federal, state and county laws, regulations and ordinances governing employment in the public sector and the relationship between employer and employee.

Ability to articulate clearly and effectively the terms and conditions of employment in Cook County Government. Ability to interpret official policy relative to the above and explain it to others.

Skill in the management of a large and highly specialized human resources staff; ability to coordinate diversified efforts related to job classification and compensation; examinations and selection; screening, testing and processing of employees.

Ability to interact effectively in coordinating human resources (personnel administration) issues with related agencies, such as Workers Compensation, Risk Management and Safety.

Ability to plan, organize and administer policy changes, programs and new initiatives relative to the areas of personnel management; skill in researching new and existing policies and practices in the field and formulating policy recommendations, reports and papers for the Chief Human Resources Officer.

Understanding of the budgetary aspects of organizing, developing, training, classifying and compensating the work force.

Skill and judgment of a high order in handling confidential matters requiring executive decision making and the ability to recommend and provide input relative to changes in policy.

Knowledge of industry trends.

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 in a managerial or supervisory capacity OR, an equivalent combination of professional work experience, training and education.

PREFERRED QUALIFICATIONS:

Master's degree in human resources, business, public administration, sociology, political science or labor relations OR, Juris Doctor degree.

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.

EMPLOYMENT TERMS

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.