

POSITION PROFILE
MANAGER OF LABOR RELATIONS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

January 2024

POSITION PROFILE

POSITION: Manager of Labor Relations

DEPARTMENT: Human Resources

REPORTS TO: Deputy of Labor Relations

SALARY: \$107,705 - \$136,830

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

OVERVIEW

The Cook County Bureau of Human Resources is seeking a Manager of Labor Relations 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.

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.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states

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



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



- 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 bicyclists.

ROLE SUMMARY

Under the general supervision of the Deputy of Labor Relations – Bargaining & Policy, oversees the work of the Bargaining & Policy unit. Supervises the Labor Liaison Officers and provides support for the Senior Labor Liaison Officers. Coordinates and directs the workflow of the Bargaining & Policy Unit to ensure proper distribution of work, and reviews task list of Labor Officers to ensure that projects and assignments are completed on time. Reviews, manages, and approves Labor Officer assignments and scheduling as necessary to ensure adequate coverage at the various work sites. Works with department and agency leadership to develop and track progress on strategic goals for the Labor Department. Ensures that Labor Officers identify issues to be addressed through collective bargaining, and that Labor Officers are properly counseling management in their assigned areas. Advises the Department on best practices for the day-to-day management and direction of the Bargaining and Policy unit. Ensures implementation of Labor Officer standard operating procedures, as well as identifying and suggesting updates to the SOPs in the ordinary course of business. Represents the Department as it plans and executes change management tasks required to accept, adapt, and support new solutions including effective communication and documentation. Serves as a representative on various committees and tasks on behalf of department leadership. Develops and presents internal and external training for Department and County staff. Consults with the Deputy Chief Human Resources Officer – Director of Labor Relations and Deputy Director in matters of highest confidentiality. Works with the Director of Labor (or designee) in determining negotiation positions, policies, and strategy. Coordinates and attends strategy meetings, negotiation sessions, and assists in the compilation of County negotiation proposals.

KEY RESPONSIBILITIES AND DUTIES:

Supervises and directs Labor Liaison Officers and provides support and acts as a resource for the Senior Labor Liaison Officers and Deputy Director of Bargaining and Policy.

Skill in the use of diplomacy and confidentiality while communicating with staff members, department heads, management, employees, and union officials.

Reviews and recommends policy changes that affect the Offices Under the President and/or Cook County Health and Hospital system.

Tracks the bargaining files and notes to ensure all confidential bargaining material is maintained in accordance with departmental protocols.

Creates and manages project plans, schedules, deliverables, status reports, and performance metrics from concept through completion of the projects.

Conducts performance management of assigned staff.

Identifies and proposes solutions to existing backlogs and/or barriers to resolution of collective bargaining issues and/or assigned tasks.

Ensures refinement and implementation of internal processes and procedures related to best practices and accountability.

Develops recommendations concerning inefficient workflow procedures to rectify any existing or expected problems and concerns.

In conjunction with department leadership, formulates, implements, and enforces labor and employee standard operating procedures and internal departmental policy.

Monitors and coordinates the timely preparation of Resolutions for the County Board and Cook County Health and Hospital System Board for approval of wages and contracts.

Receives and reviews correspondence from various trade organizations regarding annual trade rate changes including prevailing rate.

Directs and coordinates the implementation of trade rate changes with the appropriate County departments.

Designs and presents training courses and programs necessary to meet training needs for internal Department staff and external County staff.

Works with the Director of Labor Relations and Deputy Director in determining negotiation positions, policies, and strategy.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in directing and supervising other staff members. Knowledge of County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Knowledge of all Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures.

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor/management contractual negotiation disputes. Ability to align strategic and operational needs with training programs and organizational effectiveness efforts.

Skill in scrutinizing text of contractual labor agreements. Skill in the use of the art of diplomacy and confidentiality with attorneys, County employees, and County managerial personnel.

Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Good communication skills: ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

Skill in time management relating to situations having competing priorities.

Skill in the analysis of data; clear, concise writing; supervising; and managing staff assigned at different times.

Strong knowledge of business operations and experience leading teams.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree; and

Three (3) years of experience in Business Administration, Public Administration, Labor Relations, or related field; and

Two (2) years of experience in a supervisory or managerial capacity.

PREFERRED QUALIFICATIONS:

Juris Doctor or master's degree in business administration, Public Administration, Labor, or Human Resources.

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

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.