

POSITION PROFILE
DEPUTY DIRECTOR OF ETHICS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2024

POSITION PROFILE

POSITION: Deputy Director of Ethics

DEPARTMENT: Department of Human Rights and Ethics

REPORTS TO: Executive Director

SALARY RANGE: \$110,770 - \$135,384

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

OVERVIEW

The Cook County Department of Human Rights and Ethics is seeking a Deputy Director of Ethics. The Deputy Director serves as the internal control point for ethics and improprieties, allegations, complaints, and conflicts of interest. Counsels all Department staff, outside attorneys, volunteer commissioners, and as necessary, the Cook County Board President and Cook County Board Commissioners on procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Oversees audit compliance which includes vendor and campaign donor compliance and contingency fund reimbursements.

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](#).

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



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



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
- 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

The Deputy Director of Ethics serves as the internal control point for ethics and improprieties, allegations, complaints, and conflicts of interest. Under the direction of the Executive Director, the Deputy Director of Ethics counsels all Department staff, outside attorneys, volunteer commissioners, and as necessary, the Cook County Board President and Cook County Board Commissioners on procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Oversees audit compliance which includes vendor and campaign donor compliance and contingency fund reimbursements.

KEY RESPONSIBILITIES AND DUTIES:

Assists the Executive Director as needed, planning, directing, organizing, coordinating, and evaluating the overall activities of the Department of Human Rights and Ethics.

Prepares and presents Department's annual operating budget, including the development of Departmental goals, objectives, and performance measures.

Develops, implements, and enforces office policies and procedures.

Manages staff in the identification, investigation, mediation, and adjudication of human rights discrimination claims. analyzes complex or sensitive problems or issues and recommends solutions; serves as the advisor providing guidance on all compliance matters.

Plans, develops, and presents programs for training employees in all the Department's components on the laws, rules and policies that govern the conduct of Government employees, provides ongoing education and training for employees and general public.

Supervises all aspects of the investigation process alleging ethical violations; analyzes complex or sensitive problems or issues and recommends solutions; serves as the advisor providing guidance on all compliance matters.

Maintains a Code of Conduct that provides current guidance about the County's expectations regarding ethical business practices; coordinates the documentation of compliance and ethics programs including the development and annual updates of compliance plans; develops policy and guidance memoranda to drive increased compliance.

Conducts audits and routine reviews of complaint files, training records and training content and complaint tracking systems; analyzes countywide trends, including inquiry and complaint data, and offers appropriate guidance and administers ongoing compliance and risk assessments and audits.

Directs outside counsel as needed for Department legal work, including Department appointed Administrative Hearing Officers and mediators, liaison to federal, state and local civil rights agencies, ethics agencies and women's advocacy and advisory organizations.

Drafts agenda and schedules, prepares for, and attends monthly Commission meetings for all three Commissions.

Traveling to meet with city officials, employees, and members of the public as part of investigative interviews or processes, training and compliance-related meetings or events.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of local, state and federal human rights and ethics ordinances, laws and standards.

Ability to demonstrate and uphold the highest levels of integrity, ethical conduct and stewardship.

Knowledge of current best practices and trends related to effective ethics and accountability programs.

Experience in auditing, law, ethics, compliance, government operations, or financial management.

Ability to plan, organize, direct, research and evaluate the overall activities related to the conduct of complex and sensitive investigations of countywide significance to effectively perform investigations and recommend corrective action.

Ability to develop and maintain cooperative and professional relationships with employees, managers, and representatives from other departments and organization; must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator.

Executive level ability to communicate effectively both orally and in writing and to deal professionally with high level officials.

This position requires moderate to extensive travel to work assignments throughout Cook County.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree, PLUS a minimum of three (3) years of experience in public administration, human relations, human rights, women's issues or ethics administration OR equivalent combination of professional work experience, training and education.

Must possess general word processing skills.

PREFERRED QUALIFICATIONS:

Juris Doctorate or Master's degree.

Professional work experience in the area of human rights, ethics, and women's issues.

Prior supervisory or managerial work experience.

Exceptional writing and communication skills.

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.