

POSITION PROFILE
DIRECTOR OF TRAINING AND DEVELOPMENT
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2024

POSITION PROFILE

POSITION: Director of Training and Development

DEPARTMENT: Bureau of Human Resources

REPORTS TO: Chief Human Resources Officer

POSTING SALARY: \$120,150 - \$146,850

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

OVERVIEW

The Bureau of Human Resources seeks a Director of Training and Development to support the Chief Human Resources Officer to develop and implement strategies, policies, processes, initiatives to drive talent management and manage strategies for design, implementation, and evaluation of programs that facilitate the training, professional development, leadership development, and continuous learning for all employees.

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@cookcountyl.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 general direction of the Deputy Chief Human Resources Officer, oversees and supervises the Training and Professional Development strategy, operations, and staff. Leads functional teams in the planning, development, and execution of programs relative to education and training seminars that facilitate general training and staff development; develops and implements training and staff development initiatives aligned with strategies and policies of the administration. Partners with Deputy Chief Human Resources Officers to assess needs for departmental and County-wide training programs. Partners with the Office of the President on diversity, equity, and inclusion trainings and initiatives. Prepares budget and determines allocation of funds for staff, supplies, equipment, and facilities.

KEY RESPONSIBILITIES AND DUTIES:

Defines, creates, and manages strategies for the design, implementation, and evaluation of programs that facilitate the training, professional development, leadership development, and continuous learning for all employees.

Develops and implements strategies, policies, processes, initiatives, tools, and systems to drive talent management, culture and organization development initiatives across Bureaus and departments.

Confers with Chief Human Resources Officer and/or Deputy Chief Human Resources Officers to recommend programs aimed at the betterment of the workforce and adjustment to work-related forces. In addition, serves as a resource for conveying important information to managers and employees in a variety of matters related to education, training, and development.

Directs and oversees current employee learning, training, and development programs, and directs the creation of new programs as identified.

Continuously evaluates all training programs to ensure the County's needs are met effectively and efficiently to help maintain the County's objectives.

Oversees data management, tracking, and reporting on training and professional development deliverables and initiatives. Ensures key performance indicators are being met.

Serves as expert advisor in learning and development strategies, creating innovative solutions and recommending best practices.

Leads innovative approaches to training program delivery leveraging learning technologies and other delivery channels.

Contributes to strategic planning related to educational initiatives, change management, succession planning, and talent development.

Identifies skill gaps and delivers learning solutions to address the most critical needs.

Ensures availability of development programs to enable employees to develop, apply and retain identified skills to build robust talent pipelines for all positions.

Utilizes analytics to evaluate internal and external labor supply and demand, identify the gaps that may exist between current and future state with a view to proactively provide ideas and solutions.

Effectively facilitates meetings with training and professional development staff, as required.

Oversees budget and vendor management.

Knowledge, Skills and Abilities

Through knowledge of principles and methods for curriculum and training design, instruction for individuals and groups, and the measurement of training effects.

Ability to coordinate and supervise group presentations and verbally communicate effectively.

Ability to work effectively with other trainers and educators to formulate and develop training agendas.

Ability to lead organizational development initiatives such as leadership development, employee engagement, change management, project management, or process improvement initiatives.

Ability to effectively manage, and work, within an allotted financial budget.

Ability to create training budget, monitoring, documenting changes within the budget, and training operations within an allocated financial budget.

Ability to plan and organize education, training, and development programs for diverse groups of employees working in departments throughout Cook County Government.

Skill in implementing effective and relevant education, training, and development programs.

Advanced skill in communicating and interacting effectively with a wide and diverse assortment of Cook County employees including bureau chiefs, directors, managers, supervisors, and other staff.

Ability to analyze education and training needs of diverse Cook County agencies, bureaus, departments, etc.

Effective in identifying barriers to program delivery and finding creative solutions that meet the needs of learning and development goals.

Skill in personnel interviewing techniques.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years of experience in training or professional development in a managerial or supervisory capacity OR, an equivalent combination of professional work experience, training, and education.

PREFERRED QUALIFICATIONS:

Master's degree in social science, psychology, or education.

Five (5) years of professional work experience in the field of education and training.

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.