COOK COUNTY

EMPLOYMENT PLAN

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I. INTRODUCTION

This Employment Plan sets forth the general principles that will govern the County's hiring and employment policies and procedures. This Employment Plan applies to current employees of the County as well as all Applicants and Candidates of the County. Except as specifically provided herein, this Employment Plan does not apply to any Employment Action concerning employees holding Exempt Positions. All undefined terms in this Section I. shall have the meanings given such terms in Section II. below.

II. DEFINITIONS

The following definitions apply to specific words and terms used in this Employment Plan:

Actively Recruited Position: Actively Recruited Positions are high ranking or technical/professional related Positions for which discretion and flexibility in hiring are necessary, appropriate and justifiable and the candidate's academic credentials or accumulated experience is an important determinant for the differentiation among candidates. Actively Recruited Positions are not Exempt Positions. Actively Recruited Positions fall into one of three categories:

A. Positions requiring an M.D., D.O. or J.D.;

B. Positions that (1) are not covered by any CBA; (2) are exempt from career service under the Personnel Rules and are at-will (unless the employee in the Position was hired into that Position prior to November 1, 2012); (3) require a Bachelor's Degree or higher; and (4) are either (a) responsible for the day-to-day performance of a high-level technical/professional function, or (b) responsible for the day-to-day supervision of at least three employees; or

C. Positions in the Bureau of Technology that (1) are not covered by any CBA; (2) are exempt from career service under the Personnel Rules and are at-will (unless the employee in the Position was hired into that Position prior to November 1, 2012); (3) require relevant technical/professional certification where a Bachelor's Degree is not required per the Bureau Chief of BHR's (or designee) recommendation; and (4) are either (a) responsible for the day-to-day performance of a high-level technical/professional function, or (b) responsible for the day-to-day supervision of at least three employees.

Actively Recruited Positions Under the Jurisdiction of the Cook County Board President List: The list of all Actively Recruited Positions kept and maintained by the Compliance Officer pursuant to Section VIII. A copy of the current Actively Recruited Positions under the Jurisdiction of the Cook County Board President List, which may be amended from time to time pursuant to Section VIII.S., is attached as Exhibit J.

Actively Recruited Positions Under the Jurisdiction of Cook County Public Defender List: The list of all Actively Recruited Positions kept and maintained by the Compliance Officer

pursuant to Section VIII. A copy of the current Actively Recruited Positions Under the Jurisdiction of Cook County Public Defender List, which may be amended from time to time pursuant to Section VIII.S., is attached as Exhibit K.

Applicant: A person who has submitted an online application to BHR for a Position and whose name appears on the Preliminary Eligibility List.

Applicant Tracking and Application System ("ATAS"): The electronic employment application system implemented by the County and used in the hiring of the County's employees.

ATAS: See Applicant Tracking and Application System.

Attendee: An individual who attends a BHR Hiring Fair.

BHR: See Bureau of Human Resources.

BHR Headquarters: The headquarters of BHR located at 118 N. Clark Street, 8th Floor, Chicago, IL 60602.

BHR Report: The report issued by the President (or designee) and the Bureau Chief of BHR pursuant to Section IV.M.5.

Board: The Board of Commissioners of the County.

Bureau Chief of BHR: Bureau Chief of the Bureau of Human Resources (or designee).

Bureau of Human Resources ("BHR"): The Bureau of Human Resources of the County.

Candidate: An Applicant whose name is included on the Interview List pursuant to Section V. of this Employment Plan.

CBA: See Collective Bargaining Agreement.

Collective Bargaining Agreement ("CBA"): Any current collective bargaining agreement between the County and any legally recognized collective bargaining representative of employees of the County.

Compensatory Time: Time off earned pursuant to law by a county employee who works beyond their scheduled shift.

Compliance Officer: The County employee in charge of compliance who shall perform all tasks and responsibilities as described in this Employment Plan and as may be assigned from time to time (or designee).

Conflict of Interest: A situation in which impartiality and judgment may be compromised or may appear to be compromised because of an actual or potential clash between a person's self-interest and their professional or public interest.

Consolidated Ranked List: A single listing of all Candidates interviewed, but not receiving an initial offer during the course of a Hiring Fair, by the interview panel that are ranked in order of the interview scores.

Contact Log: The log maintained by the OIIG recording all Political Contacts from any Politically-Related Person or Organization or their representative regarding any Applicant, Candidate or any employee. A copy of the Contact Log Reporting Form is attached as Exhibit A.

Content Librarian: The BHR employee trained to review Job Descriptions for accuracy, create screening questions, and oversee the development and posting of Notices of Job Opportunity in compliance with ATAS' protocols and guidelines.

County: The County of Cook, Illinois.

Day or day: A calendar day unless otherwise indicated.

Demotion: A downgrade from one position to another lower-level position that may or may not result in lower compensation.

Department: A unit of the County, including, but not limited to, a bureau, operating unit or department.

Department Head: The individual assigned to head or direct a Department (or designee).

Deviation Form: The form completed by a Department Head (or designee) when the final decision is inconsistent with a recommendation by the Interview Panel, or a hiring recommendation is changed.

Discipline: An action taken by the County in response to an employee's behavior or performance, including oral or written warnings, suspensions and terminations, but not including counseling.

Disqualifying Question: A question designed to identify whether an Applicant possesses the Minimum Qualifications contained in a Job Description.

Emergency: A situation which has been certified pursuant to Section VII.A. involving a significant threat to public safety or health (e.g., a natural disaster, a weather-related event, a terrorist attack or similar event), but not including budgetary or financially caused situations (e.g., a hiring freeze, a grant application deadline or similar event).

Emergency Employees, Temporary Workers and Seasonal Employees Preference: A Position designated by a Department Head and approved by BHR where the applications of Applicants who worked in OUP within the last 12 months as Emergency Employees, Temporary Workers and/or Seasonal Employees will not be subject to computer-based randomization because of the advantages of employing such Applicants in carrying out the duties and responsibilities of the Position being posted.

Employment Action: Any action (positive or negative) related to any aspect of employment, including, but not limited to, hiring, Promotion, Transfer, assignment of Overtime and other benefits of employment, Discipline, and Termination.

Employment Plan: This new Employment Plan.

Executive Assistant Position: A Position that reports directly to an Executive Assistant Supervisor and the primary duties of which include the performance of executive-level secretarial and clerical services to the Executive Assistant Supervisor. Executive Assistant Positions are (1) not covered by any collective bargaining agreement, (2) exempt from career service under the Personnel Rules, (3) at-will, and (4) not Exempt Positions.

Executive Assistant Supervisor: A Bureau Chief, Department Head, Deputy Bureau Chief, Director, Deputy Director, Special Legal Counsel, County Works Board Liaison, or the Compliance Officer.

Exempt List: The list of all Exempt Positions, as such list may be amended from time to time as provided in Section XII.C. The current Exempt List is attached as Exhibit B.

Exempt Position: A County employment position that is included on the Exempt List and is a job that involves policymaking to an extent or is confidential in such a way that political affiliation is an appropriate consideration for the effective performance of the job.

Executive Order: Executive Order 2008-01 signed by the President on September 2, 2008.

External Applicant: An Applicant who applies for a Position and is not an employee of the County at the time of application.

Final Ranked Candidate List: The list created by a Department Head using the Actively Recruited Process pursuant to Section VIII.N.3.

General Hiring Process: The hiring process described in detail in Section V.

Governmental Employment: Any employment relationship that constitutes employment at common law (whether probationary, full-time or part-time, permanent or temporary, and regardless of whether the employment is paid for by federal funds) by or for the County.

Grant: Non-repayable funds that are provided by an outside entity (government, corporation, foundation, trust, educational institution, business, non-profit organization, or other entity) for a specific purpose.

Grant Funded Position: A position within Offices under the President that is funded by an outside entity (government, corporation, foundation, trust, educational institution, business, non-profit organization, or other entity).

Grant of Authority: The form signed by the Bureau Chief of BHR granting authority for employment. A copy of the current Grant of Authority, which may be amended from time to time, is attached as Exhibit C.

Hiring Department: The Department in which an Applicant who is hired will be assigned to work.

Hiring Fair: A recruitment event held by BHR either on its own or in conjunction with other employers in which persons who have or have not yet applied for an open Position through ATAS are interviewed and considered for the Position.

Incident Report: The report prepared by the Compliance Officer upon completion of their investigation pursuant to Section IV.M.2.

Internal Applicant: An Applicant who applies for a Position and who is actively employed by the Offices under the President at the time of application.

Internal Candidate: An Applicant whose name is included on the Interview List pursuant to Section V. of this Employment Plan, and who is actively employed by the Offices under the President at the time of candidacy.

Internal Candidate Preference: A Position where the applications of Internal Applicants for the Position will not be subject to computer-based randomization because of the advantages of employing internally experienced Applicants in carrying out the duties and responsibilities of the Position being posted.

Interview List: The Candidates who have been advanced to the Interview process pursuant to Section V.J.

Interviewer Evaluation Form: The form used by interviewers during the interview process to document interviews with and score individual Candidates for Positions and as described in Section V.N.3. A copy of the current Interviewer Evaluation Form, which may be amended from time to time, is attached as Exhibit D.

Interview File: A file which contains a copy of the Interview List, Interviewer Evaluation Forms, Interview Panel Ranking Form, a list of the persons on the interview panel, notes of the selection meeting, the list of interview questions and all other Compliance documents relating to the posting of a Position.

Interview Panel Ranking Form: The form used by interview panels to rank Candidates pursuant to Section V.P.2. A copy of the current Interview Panel Ranking Form, which may be amended from time to time, is attached as Exhibit E.

Job Code: A code assigned to each job title.

Job Description: The written job description that describes the Minimum Qualifications and current responsibilities of a Position and the skills, education and abilities needed to perform those responsibilities. A copy of the current Job Description form, which may be amended from time to time, is attached as Exhibit F.

Justification to Hire: The form completed by the Department Head (or designee) upon completion of the Candidate selection process described in Section V.Q.5 and Section VIII.N.5.

Minimum Qualifications: The specific minimum qualifications that an Applicant or Candidate must possess to be considered for employment in a Position.

National Resident Matching Program: A private, non-profit organization established to provide an orderly and fair mechanism for matching the preferences of applicants for U.S. residency positions with the preferences of residency program directors.

No Political Consideration Certification ("NPCC"): The certification that, to the signer's knowledge and agreement, no Political Reasons or Factors have been or will be taken into consideration or have or will influence the Employment Action involved. A copy of the current No Political Consideration Certification language (which must accompany or be included on forms relating to any Employment Action) is attached as Exhibit G.

Non-Exempt Position: Any Position that is not included on the Exempt List.

Notice of Job Opportunity: The publicly available written notice of a Position opening.

NPCC: See No Political Consideration Certification.

Office of the Independent Inspector General ("OIIG"): The office of the Cook County Independent Inspector General.

Offices under the President ("OUP"): The six bureaus and other dependent departments under the jurisdiction of the President of the Cook County Board.

OIIG: See Office of the Independent Inspector General.

OIIG Summary Report: The report issued by OIIG pursuant to Section IV.N.1.

Ordinances: Cook County Code of Ordinances, as amended from time to time.

OUP Fellow/Intern/Extern/Volunteer Preference: A Position designated by a Department Head and approved by BHR where the applications of Applicants who worked in OUP within the last 12 months as fellows, interns, externs and/or volunteers will not be subject to computer-based randomization because of the advantages of employing such Applicants in carrying out the duties and responsibilities of the Position being posted.

Overtime: Time worked by an employee beyond the regularly scheduled workweek for which additional compensation is earned.

Performance Evaluation: A formal written review of an employee's job-related performance.

Personnel Rules: The County Personnel Rules.

Policy Manual: Manual of employment policies developed and maintained by BHR.

Political Contact: Any contact of any kind whatsoever (oral or written, direct or indirect)

from any Politically-Related Person or Organization regarding an Employment Action relating to any Applicant, Candidate or employee of the County holding or applying for a Non-Exempt Position.

Politically-Related Person or Organization: Any elected or appointed public official or any person employed by, acting as an agent of or representing any elected or appointed public official or any political organization or politically-affiliated group.

Political Reasons and Factors: Any reasons or factors relating to political matters in connection with any Employment Action, including, but not limited to: (1) any recommendation for or against the hiring, Promotion, Transfer or the taking of any other Employment Action with respect to any Applicant, potential Applicant or County employee from any Politically-Related Person or Organization that is not based on that Politically-Related Person's or Organization's personal knowledge of the Applicant's, potential Applicant's or County employee's skills, work experience or other job-related characteristics; (2) the fact that an Applicant, potential Applicant or County employee works or worked for a Politically-Related Person or Organization, or works or worked on a political campaign, unless related to a recommendation based on an Applicant's, potential Applicant's or County employee's skills, work experience or other job-related characteristics; (3) the fact that an Applicant, potential Applicant or County employee is or was, or is not or was not, a member of any political party or a politically related organization; (4) the fact that an Applicant, potential Applicant or County employee contributed or raised money, or provided anything of monetary value, to a Politically-Related Person or Organization, or refrained from doing so; (5) the fact that an Applicant, potential Applicant or County employee is a Democrat or a Republican or a member of any other political party or group, or is not a member; or (6) the fact that an Applicant, potential Applicant or County employee may express any views or beliefs on political matters.

Position: Any County employment position.

Preferred Qualifications: The qualifications preferred (but not required) for a Position.

Pre-Interview Meeting: The meeting facilitated by the Bureau Chief of BHR (or designee) with the interview panel to explain the interview process which includes, but is not limited to, interview scheduling and evaluating whether Conflicts of Interest exist.

Preliminary Eligibility List: The list of Applicants who have submitted complete applications for a Position through ATAS and whose responses to the Disqualifying Questions indicate that they meet the Minimum Qualifications of the Position.

Prescreening Questions: Questions designed to identify whether an Applicant possesses specific Preferred Qualifications for a Position.

President: The President of the Board of Commissioners of the County.

President's Report: The report issued by the President (or designee) pursuant to Section IV.N.2.

Promotion: The appointment of a current County employee to a higher-graded position than their current position.

Public Defender Direct Appointment Position: A position in the Public Defender's Office that: (1) holds the title of Deputy or higher; (2) reports directly to the Public Defender or reports to someone who reports directly to the Public Defender; and (3) is either an employee at Pay Grade 20 or higher or is an attorney at pay Grade D-11 or higher.

Rank Order List: The names on the Final Ranked Candidate List when shared with and certified, as required, by the National Resident Matching Program.

Reassignment: Reassignment to a related vacant position title for which the employee is qualified and is a form of reasonable accommodation when an employee (not applicant) can no longer perform the essential functions of their current position with or without a reasonable accommodation.

Reassignment Candidate: An individual who is subject to layoff, who may transfer under the Personnel Rules or an applicable CBA to other County employment because of such layoff and who is actively employed in a Position at the time they are subject to layoff.

Recall Candidate: An individual who has been laid off from a Position and is eligible for recall in accordance with the Personnel Rules or an applicable CBA.

Reclassification: The process by which a Position is reclassified to another lower or higher classification pursuant to the Personnel Rules.

Recruiting Consultant: An outside third-party consulting company or individual retained by the County for the purpose of recruiting Applicants.

Reinstatement Candidate: An individual who has been on an authorized leave of absence and may seek reinstatement in accordance with the Personnel Rules or an applicable CBA.

Request to Hire ("RTH"): The form completed by a Department Head and submitted to BHR in hard copy or through ATAS, which initiates recruitment and hiring activities to fill a Position. A current copy of the RTH, which may be amended from time to time, is attached as Exhibit H.

RTH: See Request to Hire.

Sourcing: The process of proactively searching for minimally qualified prospective Applicants for posted Positions pursuant to this Employment Plan.

Supervisor: Any employee of the County who, among other managerial duties, has the authority to authorize, execute or recommend any Employment Action.

Termination: The involuntary separation of an employee from employment with the County for performance or disciplinary reasons.

Transfer: The transfer of a County Employee from one Department to another Department

without changing the payroll designation for the Position held by the employee.

Transitional Assignment: The assignment given to a current Employee who is scheduled to terminate their employment on a specified date for a period of no more than 30 days during which they will train the Employee who is hired to fill their former Position.

Unlawful Political Contact: Any contact of any kind whatsoever (oral or written, direct or indirect) from any Politically-Related Person or Organization that is intended to affect or influence, based on Political Reasons or Factors, any Employment Action involving an Applicant, Candidate or County employee applying for, being considered for, or holding a Non-Exempt Position.

Unlawful Political Discrimination: Any positive or negative Employment Action involving an Applicant, Candidate or County employee who is applying for, being considered for or holding a Position that is based on any Political Reasons or Factors.

Upgrade: The process by which an employee's position is upgraded from one pay grade to a higher pay grade pursuant to the Personnel Rules.

Veteran: A person who has served in the United States Armed Forces on active duty for a period of not less than six months of continuous service and who was not dishonorably discharged.

Veterans' Preference: The County's preference to interview eligible Veteran Applicants and exclude Veterans who are Applicants for Positions designated as Career Service under the Personnel Rules from any computerized randomization process under this Employment Plan. Written or in writing: Written or in writing in hard copy or electronically, unless otherwise indicated.

III. GENERAL PRINCIPLES AND COMMITMENTS APPLICABLE TO COUNTY HIRING

The County will adhere to the following general employment-related policies, practices and procedures with respect to Governmental Employment:

A. Commitment. The County will implement proactive and transparent employment-related policies, practices and procedures that will prevent and remedy the negative effects of Unlawful Political Contacts and Unlawful Political Discrimination as required by the Executive Order, Ordinances, and applicable law. No CBA or other agreement between the County and any other individual or entity shall provide otherwise.

B. No Employment Actions Influenced by Political Reasons or Factors. No Employment Action affecting Non-Exempt Positions shall be influenced by any Political Reasons or Factors.

C. Notice of Exemption. An employee holding a Non-Exempt Position that is to become an Exempt Position will be given a minimum of 30 days' advance notice of such change and will be given the opportunity to transfer to any then-available funded Position for which they may be qualified in lieu of remaining in their position and holding an Exempt Position.

D. Unlawful Political Discrimination Reporting. Any employee of the County who learns of or has a reasonable belief that Unlawful Political Discrimination has occurred or is occurring, is required to report such matter to the OIIG directly and without delay, on an anonymous or credited basis, in person, by phone or in writing. All employees of the County are required to cooperate fully in any investigation of such matter conducted by the OIIG. Any employee who fails to report and/or cooperate as required will be subject to disciplinary action, up to and including Termination, provided that such reporting and cooperation are not required if either would violate the Employee's constitutional rights.

E. Political Contact Reporting. Any employee who receives or has reason to believe a Political Contact has occurred or is occurring is required to complete a Contact Log Reporting Form and submit it to the OIIG immediately. All employees are required to cooperate fully in any investigation of such contact conducted by the OIIG. Any employee who fails to submit a Contact Log Reporting Form and cooperate as required will be subject to disciplinary action, up to and including Termination, provided that such submission and cooperation are not required if either would violate the Employee's constitutional rights.

F. Equal Employment Opportunity. The County is committed to diversity and to providing equal employment opportunity regardless of race, sex, age, religion, national origin, disability or any other legally protected status.

G. Contact by County Employees Who Are Politically-Related Persons. The President and other County employees who hold political positions or office are authorized to engage in departmental or employee reviews and inquiries as such reviews and/or inquiries may be required in conjunction with their respective general management duties. County employees are not required to report as Political Contacts, communications with the

President and other County employees who hold political positions or office that are within their respective management duties and concern the normal day-to-day operations of the County; provided that nothing in this Section III.G will affect any County employee's obligation to report Unlawful Political Discrimination.

H. Contact of Politically-Related Persons by County Employees. Where the President or other County employee who holds a political position or office, including an Exempt position, is contacted by a County employee seeking an Employment Action or influence in an Employment Action involving a Non-Exempt Position and the Employment Action is outside the respective management duties of the President or other politically-related employee, the President or politically-related employee shall immediately forward the contact, including all related communications and materials, to the Compliance Officer who shall then act within their authority. Upon receipt of the contact, the Compliance Officer shall immediately forward the contact and related materials to the OIIG who shall then act within their authority. The Compliance Officer shall notify the County employee that communications concerning Employment Actions should be directed to BHR.

I. No Retaliation. The County shall continue to prohibit retaliation, punishment or penalty for reporting a Political Contact, initiating a complaint related to any alleged Unlawful Political Contact or Unlawful Political Discrimination, or cooperating with or assisting, the Compliance Officer, BHR, OIIG or any other person or authority in connection with any such report or complaint.

J. BHR Staff. The County will maintain a BHR staff of experienced and knowledgeable professionals who meet the Minimum Qualifications contained in the Job Descriptions and who are able to fulfill the County's obligations under this Employment Plan.

K. Cook County's Commitment to Support OIIG Functions. It is further understood that Cook County's enduring commitment to ensuring fair and equitable employment practices and procedures will require vigilance and cooperation with the OIIG when it conducts investigations and reviews in regard to the Employment Plan and Supplemental Policies. To this end, Cook County expressly acknowledges its commitment to supporting the mission of the OIIG by providing the OIIG reasonable and fair resources to independently, effectively and expeditiously carryout such duties and functions as required in this Employment Plan and Supplemental Policies.

L. Union Relations. The County respects its relationships with its employees' legally-recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, et seq., as amended. The Employment Plan and the Personnel Rules will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. If a CBA is in conflict with the language in this Employment Plan or the Personnel Rules, the language in the CBA will govern provided it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the

Executive Order, Ordinances, applicable law, and the procedures contained in the Employment Plan and Personnel Rules. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in this Employment Plan or the Personnel Rules must be followed.

M. No Political Consideration Certification. All County employees will be required to sign, in hard copy or electronically, as applicable, an NPCC whenever they initiate or are involved in any Employment Action. Such NPCC shall be incorporated into all applicable forms and ATAS as described in this Employment Plan.

N. Interpretation of the Employment Plan. All portions and provisions of this Employment Plan will be interpreted as being in furtherance of the above principles and commitments, as well as applicable laws, Ordinances and the Executive Order.

IV. GENERAL PRINCIPLES AND RESPONSIBILITIES RELATED TO BHR

BHR is responsible for initiating, directing, coordinating and overseeing the human resources processes, policies and procedures of the County relating to all Employment Actions. The following will apply to activities of BHR:

Policy Manual. BHR will draft and maintain a Policy Manual that is consistent and in compliance with and effectuates all provisions of this Employment Plan. BHR may revise and update the Policy Manual as required, provided BHR shall not revise or update any policy or procedure without first sending a copy of the proposed revision or update to the OIIG and Compliance Officer for comment. The OIIG and Compliance Officer shall be given an opportunity to review and comment on the proposed revision prior to implementation. If the Compliance Officer or OIIG objects to the revision, they must do so in writing within five (5) business days and submit the same to the Bureau Chief of BHR. The President (or designee), the Bureau Chief of BHR, the Compliance Officer and OIIG will then meet to discuss the matter. The decision of the President on any proposed revision to the Policy Manual will be final. Proposed revisions to the Policy Manual will not be implemented until after 10 business days from either the date the Compliance Officer and OIIG were provided notice of the proposed changes or the date the President makes their decision resolving any objections to the proposed revisions, whichever is later.

A. BHR will post and update as necessary the Employment Plan and the Policy Manual on the County's website.

B. Quarterly Report. BHR will post on the County's website quarterly reports of the total number of hires, Promotions, Transfers and Terminations by Department during the preceding three-month period, including: (1) the number and type of each such Employment Action; (2) the dates of each Employment Action; (3) the title of the Position; and (4) whether such Employment Action was pursuant to a posted or emergency hire.

C. Compliance Officer.

1. Responsibilities. BHR will recruit and the President's Office will hire a

Compliance Officer whose primary responsibilities will include, but not be limited to: (a) overseeing compliance with this Employment Plan; (b) maintaining and reviewing the Exempt List to ensure continued compliance; (c) accepting complaints related to Employment Actions and this Employment Plan; (d) taking appropriate steps to evaluate, eliminate, remedy and report instances of Political Contacts and Unlawful Political Discrimination; (e) implementation of training programs and preparing training materials; and (f) reviewing the Policy Manual. The Compliance Officer will also issue semi-annual reports every March 15 and September 15 to the President and OIIG, describing their activities during the prior six months, including, but not limited to: (i) auditing activities as required by this Employment Plan; (ii) any violations of the Employment Plan discovered; (iii) any remedial actions recommended; and (iv) any corrective action taken by the County to address the violations. The Compliance Officer's semi-annual reports shall be posted on the County's website.

2. Reporting. The Compliance Officer will be a Non-Exempt Position reporting to the President and will operate with the requisite independence and specific responsibilities set forth in the Job Description and in accordance with this Employment Plan.

3. Termination. The Compliance Officer will be an employee of the County and will not be subject to career service. The Compliance Officer shall serve at the pleasure of the President, subject to 90 days' prior written notice of termination or 90 days' salary continuation in the event of involuntary Termination for other than cause and subject further to the President sending written advance notice to the OIIG describing the reasons for Termination. The OIIG shall review the Termination to determine if it is based on Political Reasons and Factors. If the OIIG concludes that the Termination was based on Political Reasons or Factors or violated the spirit of this Plan, the OIIG will memorialize its findings and provide the same to BHR. BHR shall post the OIIG's written findings on the County's website.

D. BHR Personnel Training. BHR, in conjunction with the Compliance Officer, will provide comprehensive mandatory training programs for all personnel within BHR to ensure that they are aware of and knowledgeable about this Employment Plan and the Policy Manual and will be able to administer relevant portions of this Employment Plan and the Policy Manual and answer questions they may receive. Such training will be conducted no less frequently than once a year and no later than 90 days after any individual becomes an employee in BHR. BHR personnel who, without good cause, fail to undertake such mandatory training shall receive a written reprimand, imposed by the Department Head (or designee), in accordance with the Personnel Rules. If BHR personnel, without good cause, fail to undertake mandatory training for two or more consecutive years, the employee shall receive a suspension imposed by the Department Head (or designee), in accordance with the Personnel Rules. Good cause is defined as an extended approved leave of absence for the duration of the training.

E. Supervisor Training. BHR, in conjunction with the Compliance Officer, will provide comprehensive mandatory training for all Supervisors to ensure they are aware of and knowledgeable about this Employment Plan and the Policy Manual. All Supervisors will receive such training no later than 90 days following their appointment as a Supervisor

and no less frequently than annually thereafter. Supervisors who, without good cause, fail to undertake such mandatory training shall receive a written reprimand, imposed by the Department Head (or designee), in accordance with the Personnel Rules and any applicable CBA. If supervisors, without good cause, fail to undertake mandatory training for two or more consecutive years, they shall receive a suspension imposed by the Department Head (or designee), in accordance with the Personnel Rules and any applicable CBA. Good cause is defined as an extended approved leave of absence for the duration of the training.

F. Employee Training. BHR, in conjunction with the Compliance Officer, will conduct comprehensive mandatory training of all County employees to ensure they are aware of and knowledgeable about this Employment Plan, the Policy Manual and Unlawful Political Discrimination. All employees will receive such training no later than 90 days following the beginning of employment and no less frequently than annually thereafter. BHR will continue to provide training regarding changes to the Employment Plan and Policy Manual as necessary. Employees who, without good cause, fail to undertake such mandatory training shall receive a written reprimand, imposed by the Department Head (or designee), in accordance with the Personnel Rules and any applicable CBA. If employees, without good cause, fail to undertake mandatory training for two or more consecutive years, they shall receive a suspension imposed by the Department Head (or designee), in accordance with the Personnel Rules and any applicable CBA. Good cause is defined as an extended approved leave of absence for the duration of the training.

G. Interviewer Training. BHR, in conjunction with the Compliance Officer, will conduct mandatory comprehensive training of all County employees who are eligible to interview Candidates for any Position regarding proper interviewing conduct, techniques and requirements, as well as the prohibition of Unlawful Political Contacts and Unlawful Political Discrimination. Receipt of such training must be certified in writing and the certification placed in such employees' personnel files. The Bureau Chief of BHR will maintain a list of all employees who have been certified as completing such training and make the list available to a Department Head when they are assembling an interview panel. Only employees who have been certified will be eligible to participate in any interview panel.

H. Access to Information Regarding Applicants. The Bureau Chief of BHR will take steps to ensure that no information about any Applicant or Candidate is available to or shared with any party unless they are specifically authorized to receive such information. The Bureau Chief of BHR, with written notice to the Compliance Officer, will designate specific employees of BHR who will be authorized to access and input information concerning Applicants and Candidates from or on ATAS. Such authority will be given only after such employees have received training in the appropriate use of ATAS and the provisions of this Employment Plan.

I. Review of Job Descriptions. All Job Descriptions must include a list of all Minimum Qualifications and testing protocols, if applicable, and they must be accurate and readily available to the public. Accordingly, the Bureau Chief of BHR, in conjunction with the Compliance Officer and outside consultants as needed, shall: (1) consult with the Department Head of the Hiring Department and appropriate staff, if necessary, and review the Job Description for each Position for which the County receives a RTH to ensure that

it is accurate and reflects the current duties and Minimum Qualifications necessary to perform the job; (2) conduct an evaluation of Job Descriptions as vacancies are posted to ensure they accurately describe all Minimum Qualifications and testing protocols and reflect the actual duties of the Positions; (3) update and revise any such Job Description that is not accurate; and (4) post the accompanying Job Descriptions for Positions on ATAS as a Position is posted. Nothing in this section will prevent BHR from reviewing and updating Job Descriptions independent of whether there is an anticipated posting. Department Heads shall promptly notify the Bureau Chief of BHR of any material changes to the duties and responsibilities of Positions within their Department and any changes to the required licenses or certifications for a Position to allow BHR to determine if the Job Descriptions should be updated.

J. Cooperation with the Compliance Officer and OIIG. All County employees will cooperate fully and at all times with the Compliance Officer and OIIG by immediately reporting any allegations of Unlawful Political Discrimination or Political Contacts, providing documents and information regarding any such allegations and providing any information or assistance requested by the OIIG and Compliance Officer in furtherance of their missions and assisting in any investigation, unless specifically prohibited by applicable law.

K. Complaint Line. BHR will post the hotline telephone number of OIIG at all places where individuals apply for employment with the County, on its bulletin boards, and on the County's website. BHR will include a link to the OIIG's hotline on its website. The hotline will allow individuals to call the OIIG on an anonymous or credited basis.

L. Forwarding of Complaints. BHR shall forward all calls and information alleging that an Employment Action involves Unlawful Political Discrimination or reporting a Political Contact (or a written transcript of the message) to the OIIG for investigation pursuant to Section IV.N. below. If the allegation involves a violation of this Employment Plan or the Personnel Rules in connection with an Employment Action other than Unlawful Political Contacts or Unlawful Political Discrimination, BHR shall forward the calls and information to the Compliance Officer, who shall handle it in accordance with Section IV.M. below.

M. Violations of the Employment Plan Not Involving Unlawful Political Discrimination or Political Contacts. If any employee becomes aware of or receives a complaint that involves an allegation of a violation of this Employment Plan or the Personnel Rules in connection with an Employment Action which does not include an alleged Political Contact or Unlawful Political Discrimination, the employee shall refer the complaint to the Compliance Officer. The Compliance Officer shall do the following:

1. Compliance Officer Investigation. The Compliance Officer shall investigate the matter. Such investigation shall include, but not be limited to, a review of all relevant documents and interviews with witnesses. If at any time during an investigation, the Compliance Officer determines that there is reason to believe a Political Contact or Unlawful Political Discrimination is involved or the matter is otherwise within the jurisdiction of the OIIG, they shall immediately log the Political Contact or refer the matter in writing to the OIIG for investigation. The Compliance Officer may coordinate with the

OIIG on further investigation of any aspect of the violation that does not involve a Political Contact or Unlawful Political Discrimination. The Compliance Officer may consult with the Bureau Chief of BHR (or designee) during the investigation as necessary.

2. Preparation of Incident Report. Upon conclusion of their investigation, the Compliance Officer shall prepare an Incident Report, which shall include the following:

a. A description of the complaint and any other information pertinent to the investigation;

b. A description of any violation of or non-compliance with this Employment Plan or the Personnel Rules discovered or a confirmation that no violation or non-compliance was discovered;

c. A recommendation either that no action be taken or that a specific corrective action be taken, and a full explanation of the basis for such recommendation; and

d. Such other information as the Compliance Officer may deem relevant to the investigation or resulting recommendations.

3. Submission of Incident Report to OIIG. The Compliance Officer shall submit a copy of the Incident Report to the OIIG for review. The Compliance Officer shall maintain a copy of the Incident Report in their files.

4. Preparation of Redacted Incident Report and Submission to BHR and the President. The Compliance Officer shall submit a copy of the Incident Report to the Bureau Chief of BHR and the President. Before doing so, the Compliance Officer shall redact from the Incident Report the names of any informants, complainants, witnesses and persons investigated, except to the extent necessary to implement the proposed recommendations. The Compliance Officer may also redact from the Incident Report all information that is protected by statute or other applicable law or privilege (e.g., Health Insurance Portability and Accountability Act of 1996, law enforcement privilege, etc.).

5. Review of Incident Report and Preparation of BHR Report. If the Incident Report finds that no violation occurred, BHR shall file the Incident Report and no BHR Report will be required. If the Incident Report contains a finding of violation of or non-compliance with this Employment Plan or includes a recommendation of corrective action, within 30 days of receipt of the Incident Report, the President (or designee) and the Bureau Chief of BHR shall review the Incident Report with the Department Head of the Department involved in the complaint and prepare a BHR Report (a) confirming implementation of the Compliance Officer's recommended action, or (b) explaining why the recommended action was not implemented and describing the alternative action the President has elected to take and the specific reasons for such alternative action. Alternatively, within 30 days of receiving the Incident Report, the President (or designee) may issue a written request to the Compliance Officer for an extension of up to 30 days to issue the BHR Report. The Compliance Officer may approve such a request for an extension. The Bureau Chief of BHR may suspend or terminate the hiring process (if applicable) and impose other remedial actions pending receipt of the Incident Report and the BHR Report.

6. Availability of Reports. The redacted Incident Report and the BHR Report shall be made available to the public upon request to the Compliance Officer made in person, via e-mail, or by mail. The Compliance Officer will provide the requested Incident Report and/or the BHR Report in the same manner as requested within 10 days of the request. The County will place notice of such availability and procedure for requesting reports on its website. Redacted Incident Reports and BHR Reports that are available to the public shall not include any names or other personally-identifiable information. The Compliance Officer shall redact from the BHR Report the names of any informants, complainants, witnesses and persons investigated prior to releasing the BHR Report to the public. The Compliance Officer shall provide a copy of the redacted Incident Report and redacted BHR Report to the employee who submitted the original complaint to the Compliance Officer, unless the complaint was made on an anonymous basis.

N. Violations Involving Unlawful Political Discrimination or Unlawful Political Contacts. If BHR or the Compliance Officer becomes aware of or receives a complaint that involves an allegation of Political Contact or Unlawful Political Discrimination, they shall do the following:

1. Referral to the OIIG. The Compliance Officer or BHR shall refer allegations of Political Contacts and Unlawful Political Discrimination to the OIIG. The OIIG shall receive the referral, or any other complaint or report of potential Unlawful Political Discrimination or Political Contact, in accordance with the OIIG Ordinance and act in accordance with their authority. Should the referral or complaint warrant an investigation, at the conclusion of any such investigation, the OIIG will submit an OIIG Summary Report containing their findings, if any, as to the merit of the allegations and recommended actions to the President, with a copy to the Bureau Chief of BHR and the Compliance Officer.

2. Review and President's Report. The President (or designee) and the Bureau Chief of BHR shall review the OIIG Summary Report with the Department Head of the Department involved in the complaint. If the OIIG Summary Report contains a finding that an Unlawful Political Contact or Unlawful Political Discrimination has occurred or includes a recommendation of corrective action, within 30 days of receipt of the OIIG Summary Report, the President (or designee) shall prepare a President's Report, which shall include the following:

a. A description of the complaint and any other information received pertinent to the investigation;

b. A description of the findings discovered in the course of the investigation;

c. Recommendations of OIIG for correction of the Unlawful Political Contact or Unlawful Political Discrimination, if applicable;

d. Such other information as the President may deem relevant to the investigation or resulting recommendations; and

e. A statement (i) confirming implementation of the OIIG's recommended action or (ii) an explanation of why the recommended action was not implemented and a description of any alternative action the President has elected to take and the

specific reasons for such alternative action.

Alternatively, within 30 days of receiving the OIIG Summary Report, the President (or designee) may issue a written request to the OIIG for an extension of up to 30 days to issue the President's Report. The IG may approve such a request for an extension.

3. Availability of Reports. The BHR and President's Reports shall be made available to the public upon request to the Compliance Officer. Such requests shall be made in person, via e-mail, or by mail. The Compliance Officer will provide the requested President's Report in the same manner as requested within 10 days of the request. The County will place notice of such availability and procedure for requesting reports on its website. Redacted Incident Reports and President's Reports that are available to the public shall not include any names or other personally-identifiable information. The Compliance Officer shall redact from the President's Report the names of any informants, complainants, witnesses and persons investigated prior to releasing the President's Report to the public. The Compliance Officer shall provide a copy of the redacted BHR and President's Reports to the OIIG. OIIG shall provide a copy of the redacted BHR and President's Reports to the individual who submitted the original complaint to the OIIG, unless the complaint was made on an anonymous basis.

O. Recordkeeping. BHR will keep Interview Files for a minimum of three (3) years following the date of a Notice of Job Opportunity posting, unless longer retention is required by law. BHR will also keep personnel files for County employees for a minimum of three (3) years after the date the applicable employee is no longer employed by the County, or longer, if required by law or under any applicable CBA.

P. General Principles and Responsibilities Related to ATAS. The implementation and use of ATAS shall be in compliance with the County's commitments and obligations under this Employment Plan, as well as the Executive Order, Ordinances, applicable law, and as follows:

1. Training. BHR, in consultation with outside consultants, if necessary, will develop a written training program and provide on-site training for Supervisors and all other County employees who will have access to and use ATAS, and will provide expertise to respond to questions as needed.

2. NPCC. All employees of the County who have access to and/or use ATAS will be required to execute an electronic No Political Consideration Certification when taking any Employment Action using ATAS.

3. Monitoring of Electronic Employment Action Activities. The Compliance Officer and OIIG will have full and continual access to review all Employment Action-related activities of County employees using ATAS, Cook County Time (CCT), and Oracle EBS Human Capital Management (HCM) to ensure the policies and procedures in the Employment Plan and Supplemental Policies are being followed and to assist in any investigation of alleged violations of the same.

Q. Ineligible for Hire List.

1. The Bureau Chief of BHR (or designee) shall create and maintain a list of the names of individuals who were previously employed with the County or who applied for employment with the County and who would be considered disqualified or ineligible for employment with the County for five (5) years if the individual was terminated or deemed ineligible from consideration for employment as a result of the following:

a. any of the reasons listed in Personnel Rules 3.3(b)(1), (5), (6), (7), (8), (9), (10), and (11);

b. a finding by the OIIG that the individual engaged in Unlawful Political Discrimination or engaged in prohibited Political Activity (as described in the Cook County Ethics Ordinance); or

c. a finding by the OIIG or Compliance Officer that the individual intentionally provided materially false information to the OIIG or Compliance Officer or otherwise obstructed or refused to cooperate with an investigation of the OIIG or Compliance Officer; or

d. a finding by the OIIG or Compliance Officer that the individual falsified a County document concerning any County Employment Action.

2. The Bureau Chief of BHR shall disqualify or deem an individual ineligible for employment with the County for five (5) years and placed on the Ineligible for Hire List if an individual resigned or retired in lieu of Termination and it was determined by the Bureau Chief of BHR that said individual would have otherwise been terminated or deemed ineligible from consideration for employment as a result of the following:

a. any of the reasons listed in Personnel Rules 3.3(b)(1), (5), (6), (7), (8), (9), (10), and (11);

b. a finding by the OIIG that the individual engaged in Unlawful Political Discrimination or engaged in prohibited Political Activity (as described in the Cook County Ethics Ordinance); or

c. a finding by the OIIG or Compliance Officer that the individual intentionally provided materially false information to the OIIG or Compliance Officer or otherwise obstructed or refused to cooperate with an investigation of the OIIG or Compliance Officer; or

d. a finding by the OIIG or Compliance Officer that the individual falsified a County document concerning any County Employment Action.

3. Process for Placement on Ineligible for Hire List. Individuals whose names the Bureau Chief of BHR (or designee) determines will be added to the Ineligible for Rehire

List will be given notice by the Bureau Chief of BHR (or designee) at the time their name is added to the Ineligible for Hire List and an opportunity to respond to the charges. The notice shall include a copy of the applicable Personnel Rules or copy of the applicable grounds for seeking the individual's inclusion on the Ineligible for Hire List. Such individuals' names shall remain on the Ineligible for Hire List for at least two years, provided that the names of individuals who are found to be in violation of Section 44-54 or Section 44-56 of the County's Code of Ordinances, or as set forth above in Section IV.Q., are recommended for termination for said violations, and are terminated or who resign in lieu of discharge shall be placed and remain on the Ineligible for Hire List for at least five (5) years.

4. List Requirements and Usage. The Ineligible for Hire List shall include the following: (1) name of the former employee or Applicant; (2) title of last position; (3) reason for ineligible determination, i.e., "Termination Disciplinary" for career service Employees or Employees covered under a Collective Bargaining Agreement, "Resignation in lieu of Discharge or Termination" for Employees who resign after having been served with charges or after having been otherwise informed by the County that the Employee has committed a "major cause infraction" under the Personnel Rules, "Discharge" for at-will or Exempt Employees or upon the "Recommendation of the Independent Inspector General" if supported by the Bureau Chief of BHR for sustained findings of an applicable violation of the County's Personnel Rules or Section 44-54 or Section 44-56 of the County's Code of Ordinances; and (4) date for removal from the list.

BHR shall provide copies of the Ineligible for Hire List and any revisions to the Compliance Officer and the Independent Inspector General within ten (10) days of any changes. BHR shall use the Ineligible for Hire List when validating all Applicants for County employment. Any Applicant who is a former employee or Applicant and whose name is on the Ineligible for Hire List shall have such ineligibility confirmed by the Bureau Chief of BHR and the Compliance Officer before being excluded from consideration for employment. The basis for such ineligibility shall be documented on ATAS if able or in writing by the Bureau Chief of BHR (or designee) or the Compliance Officer. A final check of the Ineligible for Hire List shall be made prior to the official offer of employment being made. Failure of the Bureau Chief of BHR or the Compliance Officer to confirm or document ineligibility shall not bar later action to remove an ineligible individual if hired in violation of this section.

5. Changes to Ineligible for Hire List. The Compliance Officer and the Independent Inspector General shall be notified in writing at least five (5) business days in advance of an individual's name being removed from or added to the Ineligible for Rehire List in order to permit the Independent Inspector General and the Compliance Officer the opportunity to consult with the Bureau Chief of BHR to determine whether the appropriate time period for ineligibility has been instituted and/or expired.

The Compliance Officer shall be provided with a current copy of the Ineligible for Hire List and said Ineligible for Hire List shall be made available to the public upon request to the Compliance Officer. The Ineligible for Hire List shall be provided to the requesting party within 10 days of the request.

V. GENERAL HIRING PROCESS

The specific elements of the General Hiring Process, which applies equally to External Applicants and Internal Applicants, are described in detail below. Except as specifically provided in Sections VII.-XII. below, all Applicants will be required to go through the General Hiring Process.

A. Recruitment. BHR will take steps to assure that all recruitment efforts are conducted in a manner that maximizes the pool of applicants and avoids any Unlawful Political Contacts or Unlawful Political Discrimination, including, but not limited to, the following:

1. Job Postings. All Positions which the County is seeking to fill will be posted in highly visible areas at BHR Headquarters, on the County's website, and on ATAS. Positions may also be posted at locations required by any CBA, schools, professional organizations, labor organizations, professional publications, online job posting sites, and other appropriate locations in order to generate a large pool of qualified Applicants. The links for Positions that are posted by BHR may also be advertised by County employees and County officials on their social media platforms. Any County employee who abuses the privilege of posting Positions on their social media platforms by engaging in the following acts will be subject to discipline, up to and including discharge: soliciting, or accepting any money, service or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion, or any advantage in a position in the County service; purporting to have the ability to influence an employment action with considering any Political Reasons or Factors for Non-Exempt Positions; or violating the Cook County Ethics Ordinance. The OIIG has the authority to investigate such allegations concerning County employees and County officials pursuant to Sections 44-54 and 44-56 of the County's Code of Ordinances, and Section 2-284 of the Independent Inspector General Ordinance, Cook County, Ill., Ordinances 07-O-52 (2007).

2. Permitted Sourcing. The Bureau Chief of BHR (or Designee) may search ATAS and external job boards to find Applicants who meet the Minimum Qualifications for a posted position. All Applicants resulting from the search of ATAS and/or the external job board will receive an electronic notice inviting them to complete the ATAS application for the posted position for which they meet the Minimum Qualifications. Any individual who does not complete the online application for the position through ATAS will not be considered eligible for the position, and their name will not be included on the Preliminary Eligibility List.

3. Recruiter Training. During the training required in Sections IV.D - IV.G, the County will include training in proper recruitment practices that comply with this Employment Plan. All training materials used must be approved in writing by the Compliance Officer prior to use.

4. Recruitment Event Participation. County employees involved in recruiting may participate in a variety of recruiting events, including, but not limited to, job fairs, school-sponsored campus recruitment events and community-based employment programs. The County shall provide prominent written notice at such events to attendees

that the County does not hire or accept recommendations for Non-Exempt Positions based on Political Reasons or Factors.

5. Recruiting Consultant. The Bureau Chief of BHR may retain a Recruiting Consultant pursuant to the County's Procurement Code for purposes of recruiting Applicants and Candidates for Positions in accordance with the following:

a. Certification. All Recruiting Consultants retained to recruit Applicants for Positions and any individuals retained by such Recruiting Consultants who perform activities on behalf of the County or Hiring Department will be required to execute a NPCC as described in Section III.M. and follow all applicable recruiting and screening procedures required by this Employment Plan in the same manner as BHR would perform the procedures. Additionally, the contracts between such Recruiting Consultants and the County shall contain a provision that prohibits participation in Unlawful Political Discrimination and requires the reporting of Political Contacts. BHR or the Hiring Department will provide advance written notice to the Compliance Officer of the anticipated date of engaging a Recruiting Consultant. The notice will also include the functions and activities that the Recruiting Consultant will be retained to perform. The Compliance Officer will have authority to monitor the activities of retained Recruiting Consultants.

b. Recruiting Consultant Recruiting and Screening Activities. Recruiting Consultants retained to recruit Applicants for Positions may (a) assist the County in developing a current Job Description as described in Section V.B.2.; (b) locate and identify potential Applicants for Positions, provided all such potential Applicants shall be required to complete the ATAS application process described in Section V.F.; (c) participate in recruitment events as described in Section V.A.3.; (d) conduct the validation process and prepare the Validated Eligibility List as described in Section V.J., provided the Recruiting Consultant provides the Bureau Chief of BHR, the Compliance Officer with a written report as described Section V.K.; and (e) verify licenses and certifications as described in Section V.S.

c. Procedures Not Performed by Recruiting Consultant. The County shall comply with all procedures described in Section V.A.4. that are not performed by a Recruiting Consultant or in the event a Recruiting Consultant is not retained.

B. Requests to Hire. All hiring for Positions will be initiated by submission of a RTH in accordance with the following:

1. Submission of RTH. The RTH, including written justifications for filling or creating the Position, must be submitted to BHR and signed by the Department Head of the Department to which the person selected for the Position will be assigned and in which they will work. The Department Head must receive written approval to fill the Position from the County's Director of Budget and Bureau Chief of BHR (or designees).

2. Current Job Description. The RTH must be accompanied by a copy of the current Job Description containing a list of all Minimum Qualifications and, if applicable,

Preferred Qualifications, as well as a description of the knowledge, skills, and abilities relating to the Position, provided BHR will confirm that any such Minimum Qualification, Preferred Qualification and knowledge, skills and abilities are, in fact, related to the Position's requirements. If no Job Description exists, the Department Head is requesting a material alteration of the previous Job Description, or the Department Head claims the current Job Description is not accurate, the Hiring Department and the Bureau Chief of BHR (or designee), with notice to the Compliance Officer, will draft a new or updated Job Description that accurately reflects the requirements of the Position. Copies of the final new or updated Job Descriptions will promptly be given to the Compliance Officer. The Bureau Chief of BHR (or designee) will conduct a review of the Job Description, if applicable, in compliance with Section IV.I.

3. Internal Posting. A Department Head may request on a RTH that a Position be designated for internal posting. An internal posting should be limited to the Bureau and/or Department specified by the Department Head. A Position that requires an applicant be internal to the Bureau and/or Department shall not be subject to randomization and shall operate as a Minimum Qualification as defined in Section II.

4. Distribution of Completed RTH Forms. The Bureau Chief of BHR (or designee) will provide written copies of all completed RTH forms to the Compliance Officer, within five (5) days of receipt.

C. Recommendations. The following will apply to the submission and consideration of certain recommendations of individuals being considered or applying for any Position:

1. Prohibited Contacts. Except as provided in Section V.C.2. below, no County employee may contact any other County employee involved in any Employment Action to influence any Employment Action unless they are an authorized participant in the Employment Action.

2. Permitted Recommendations. The prohibitions of Section V.C.1. do not limit the right of any citizen, including any Politically-Related Person or Organization or any County employee, to submit a written recommendation not based on Political Reasons or Factors on behalf of any individual applying for any Position where such recommendation is based on such person's personal knowledge of the individual's work, skill, experience or other job-related qualifications.

a. All written recommendations for any Applicant, Candidate or employee shall be reviewed by the Bureau Chief of BHR (or designee) and the Compliance Officer for compliance with this Section V.C.2. and shall be included in the individual's employment file in the event the individual is selected for employment.

b. The Compliance Officer shall immediately forward copies of all written recommendations made by any Politically-Related Person or Organization to the OIIG. The Compliance Officer shall utilize a Contact Log Reporting Form to satisfy this duty. Pursuant to Section IV.N., the OIIG shall receive the Political Contacts referred by the Compliance Officer and act in accordance with their authority.

c. The Compliance Officer will review the recommendation from the Politically-Related Person or Organization and conduct any additional investigation they deem necessary to ensure that the recommendation complies with this Section V.C. The Compliance Officer will document the reasons for their determination of whether the Political Contact complies with this Section V.C. A copy of the Compliance Officer's determination will be provided to the OIIG.

d. Only recommendations that are determined by the Compliance Officer to not be based on Political Reasons or Factors shall be included in the individual's application materials.

D. Preparation of Notice of Job Opportunity. The Content Librarian and the Bureau Chief of BHR (or designee) will prepare the Notice of Job Opportunity in accordance with the following:

1. Mandatory Training. The Content Librarian shall receive advanced training on the proper use and operation of ATAS. The Content Librarian may be an employee within BHR and may perform other job functions in addition to being a Content Librarian.

2. Confirmation of Accuracy. The Content Librarian will complete a Notice of Job Opportunity based on information contained in the RTH and the current Job Description. The Content Librarian shall consult with the Bureau Chief of BHR (or designee) to ensure that the Job Description and the Notice of Job Opportunity are accurate. The Content Librarian and the Bureau Chief of BHR (or designee) shall take steps to ensure that all information, including, but not limited to, all Disqualifying Questions and Prescreening Questions, if applicable, are accurate and relate to the duties of the Position described in the Job Description.

3. Contents of Notice. The Notice of Job Opportunity shall include, but not be limited to: (a) the job title and Job Code; (b) the deadline for applying; (c) the Job Description; (d) the amount or range of compensation; (e) Disqualifying Questions and Prescreening Questions; (f) directions on how and where to apply; (g) whether the posted Position is open to Internal Applicants only; (h) the union name (if applicable); (i) the time period during which applications will be accepted; (j) a non-discrimination clause; (k) a list of all certifications, licenses and documents that the individual must produce at the time of the interview in order to be considered eligible for the position; (l) a description of any tests that will be administered and the scores that must be achieved on those tests for an applicant to be considered eligible for the position; and (m) a statement to the effect that the County does not hire for Non-Exempt Positions based on Political Reasons or Factors.

E. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted in compliance with the following:

1. Posting Locations. All Notices of Job Opportunity will be posted as described in Section V.A.1.

2. Union Postings. The Notice of Job Opportunity for a Position covered by a CBA will be posted pursuant to any applicable provisions of the CBA.

3. Standard Posting Period. All Notices of Job Opportunity will be posted for a minimum of seven (7) calendar days. If BHR decides to extend the final date for posting, a notice of such extension shall be sent to all applicants via ATAS and a revised posting closing date shall be added to the Notice of Job Opportunity posted on ATAS. Notice of the extension will immediately be given to the Compliance Officer.

4. Internal Posting Period. All internal posting Notices of Job Opportunity, pursuant to Section V.B.3., will be posted for seven (7) calendar days. If an internal posting Notice of Job Opportunity fails to yield at least three (3) minimally qualified candidates, the Notice of Job Opportunity will be reposted pursuant to Section V.E.3 and available to external applicants.

5. Continuous Posting Period. A Department Head or Designee may submit a written request that a Position be posted for a continuous period of no more than twelve (12) months when there is an anticipated need for continuous recruitment. The Bureau Chief of BHR or Designee shall review and approve such requests. If a Continuous Posting closing date changes, that date shall be added to the Notice of Job Opportunity posted on ATAS. After the twelve (12) month period of Continuous Posting, the Department Head or Designee may request an additional period of up to twelve (12) months. Continuous Postings shall comply with Sections, V.I., V.J. and V.K.

F. Submission of Applications. All applications must be submitted to BHR through ATAS. Any individual who does not complete the online application for the Position through ATAS will not be considered eligible for the Position, and their name will not be included on the Preliminary Eligibility List.

G. Permitted Contacts from Applicants. Applicants may contact BHR with any questions they may have with respect to the application process. Applicants with disabilities may contact BHR to request an accommodation during the application process.

H. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose answers indicate they do not have all the Minimum Qualifications will not be considered eligible for the Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Position.

I. Creation of Preliminary Eligibility List. After the final posting closing date, BHR will prepare a Preliminary Eligibility List using the procedures in Sections V.I.1-6.

1. Review of ATAS Submissions. The Preliminary Eligibility List will contain the names of all Applicants in alphabetical order who complete the application process on ATAS and whose application information on ATAS indicates they possess all the Minimum Qualifications for the Position. If no Applicant is eligible for inclusion on the Preliminary Eligibility List, the Position shall be reposted if requested by the Department.

2. Internal Candidate Preference. For all Positions, the applications for all Internal Applicants (i) who appear on the Preliminary Eligibility List; (ii) who actively work in OUP , and (iii) whose applications indicate the Applicant possesses all of the Minimum Qualifications, will be validated and added to the Interview List pursuant to Sections

V.I.2. and V.J. without any computer-based randomization. If after validating applications from Internal Applicants, there are 10 or more Candidates for a single Vacancy or five (5) or more Candidates per Vacancy for multiple Vacancies on the Interview List, BHR will not validate the applications of any other Applicants on the Preliminary Eligibility List for such Vacancy. If after this validation there are less than 10 Candidates on the Interview List for a single Vacancy or less than five (5) Candidates per Vacancy for multiple Vacancies, BHR will proceed to validate additional applications following the procedures in Section V.I.3., 4., 5. and 6.

3. Veterans Preference. After BHR validates for Internal Candidate Preference, BHR will validate all Applicants eligible for the Veterans' Preference. To be considered for the Veterans' Preference, Applicants must (i) be a Veteran, (ii) submit a copy of the DD Form 214 on ATAS at the time of application and (iii) meet the Minimum Qualifications of the Position. BHR will review all DD Forms 214 submitted on ATAS. If the DD Form 214 confirms the Applicant is a Veteran as defined in this Plan and also meets (i) and (ii) above, the Applicant will be eligible for the Veterans' Preference. Eligible Veteran Applicants will be validated and added to the Interview List pursuant to Section V.J. without any computer-based randomization. If after validating applications from Applicants eligible for the Veterans' Preference, there are 10 or more Candidates for a single Vacancy or five (5) or more Candidates per Vacancy for multiple Vacancies on the Interview List, BHR will not validate the applications of any other Applicants on the Preliminary Eligibility List. If after validating all Applicants eligible for the Veterans' Preference there are less than 10 Candidates on the Interview List for a single Vacancy or less than five (5) Candidates per Vacancy for multiple Vacancies, BHR will proceed to validate additional applications following the procedures in Sections V.I.4., 5. and 6.

4. OUP Fellow/Intern/Extern/Volunteer Preference. Department Heads may, with the prior written approval (notation on the Request to Hire form) of the Bureau Chief of BHR, provide a preference to Fellows, Interns, Externs and Volunteers for positions within the Department for which they apply and meet the Minimum Qualifications. Fellows, Interns, Externs, and Volunteers must have worked for the County within the last 12 months in the position that made them eligible to receive the preference. The notation on the Request to Hire form must include an identification of the specific skills, training, experience, etc. that the Fellow, Intern, Extern, or Volunteer candidates possess that is unique to the Hiring Department and would provide an advantage in carrying out the duties and responsibilities of the position. The Bureau Chief of BHR (or designee) may request that the Department Head provide additional information. If the Bureau Chief of BHR (or designee) determines the position is not appropriate for eligibility for a Fellow, Intern Extern, or Volunteer Preference, the Department Head's request will be denied. Such eligible Fellows, Interns, Externs, and Volunteers will not be randomized and will be added to the Interview List following validation. If after validating applications from the OUP Fellow/Intern/Extern/Volunteer Applicants, there are 10 or more Candidates for a single Vacancy or five (5) or more Candidates per Vacancy for multiple Vacancies on the Interview List, BHR will not validate the applications of any other Applicants on the Preliminary Eligibility List for such Vacancy. If after this validation there are less than 10 Candidates on the Interview List for a single Vacancy or less than five (5) Candidates per Vacancy for multiple Vacancies, BHR will proceed to validate additional applications following the procedures in Section V.I.5. and 6.

5. Emergency Employees, Temporary Workers and Seasonal Employees Preference. Department Heads may, with the prior written approval (notation on Request to Hire form) of the Bureau Chief of BHR, provide a preference to past Emergency Employees, Temporary Workers and Seasonal Employees within the Department for which they apply and meet the Minimum Qualifications. Emergency Employees, Temporary Workers, or Seasonal Employees must have worked for the County within the last 12 months. Temporary Workers include workers who are commonly referred to as workers who are hired through staffing or temporary agencies or third-party worker placement entities. The notation on the Request to Hire form must include an identification of the specific skills, training, experience, etc. that the Emergency, Temporary, or Seasonal candidates possess that is unique to the Hiring Department and would provide an advantage in carrying out the duties and responsibilities of the position. The Bureau Chief of BHR or designee may request that the Department Head provide additional information. If the Bureau Chief of BHR or designee determines the position is not appropriate for eligibility for an Emergency Employee, Temporary Workers, or Seasonal Employee Preference, the Department Head's request will be denied. Such eligible Emergency, Temporary and Seasonal employees will not be randomized and will be added to the Interview List following validation. If after validating applications from former or current Emergency, Temporary, or Seasonal employees, there are 10 or more Candidates for a single Vacancy or five (5) or more Candidates per Vacancy for multiple Vacancies on the Interview List, BHR will not validate the applications of any other Applicants on the Preliminary Eligibility List for such Vacancy. If after this validation there are less than 10 Candidates on the Interview List for a single Vacancy or less than five (5) Candidates per Vacancy for multiple Vacancies, BHR will proceed to validate additional applications following the procedures in Section V.I.6.

6. External Applicants. If the Interview List prepared pursuant to Sections V.I.2., 3., 4. and/or 5. contains the names of less than 10 Candidates for a single Vacancy or five (5) Candidates per Vacancy for multiple Vacancies, the applications of any Applicants left on the Preliminary Eligibility List will be sorted into several different categories by the number of Preferred Qualifications possessed, if applicable to the position, with Applicants who possess more Preferred Qualifications being placed on the Interview List first. The categories of Applicants that will be reviewed by sorting the Preliminary Eligibility List by the number of Preferred Qualifications met as indicated on the application materials is as follows:

a. Category 1: Applicants who possess all the Preferred Qualifications will be placed in the first group;

b. Category 2: Applicants who possess all but one Preferred Qualification will be placed in the second group; sorting shall continue with Applicants who possess all but two Preferred Qualifications, etc. depending on the number of Preferred Qualifications will be in the next respective group or groups;

c. Category 3 or Greater: Applicants who possess only the Minimum Qualifications shall be in the last group. All applicants will be placed in this category if the position does not contain Preferred Qualifications.

The Applicants shall be placed in random order, by sorted category, through the use of

computer-based randomization function (which is part of ATAS or another computer program). BHR will proceed to validate additional applications in the order they appear on the randomized Preliminary Eligibility List, by sorted category, until there are 10 Candidates for a single Vacancy or five (5) Candidates per Vacancy for multiple Vacancies on the Interview List or until all applications of Applicants on the randomized Preliminary Eligibility List have been validated, whichever comes first.

J. Validation Procedures. BHR will validate applications by reviewing the information contained on the online applications and resumes of Applicants listed on the Preliminary Eligibility List using the following process. All Applicants validated and deemed eligible pursuant to this Section V.J. shall be placed on the Interview List.

1. Validation of Experience/Education. As part of the validation process, BHR will review the background information concerning the Applicant's work experience, education and skills contained on the online application and, if applicable, resume, and compare it with the Applicant's responses to the Prescreening Questions and/or Disqualifying Questions to determine if the Applicant meets the Preferred Qualifications, if applicable, or the Minimum Qualifications of the position. In the event there is a material conflict or inconsistency between the information provided by the Applicant and the Applicant's response to any Prescreening Question and/or Disqualifying Question, or if the information does not support the Applicant's claim to possess the Minimum Qualifications of the Position, the Applicant will be considered ineligible for the Position and their name will be removed from the Preliminary Eligibility List and will not be included on the Interview List.

2. Validation of Disciplinary History for Internal Candidates or Former County Employees. Following the validation procedure described in Section V.J., BHR will conduct the following review for Applicants whose names were not removed from the Preliminary Eligibility List unless a smaller pool was formed pursuant to Section V.I. in which case the review will be confined to such smaller pool. For (a) Internal Applicants or (b) External Applicants who indicated on their application that they were employed by Cook County's Offices Under the President at any time in the 12 months preceding the Applicant's application for hire, BHR will review those Applicants' personnel files.

a. Internal Applicants' Disciplinary History Validation. Any Internal Applicant who was subject to a suspension while working for the Cook County Offices Under the President during the 12-month period prior to their application for a Position will not be considered eligible for the Position, and their name will be removed from the Preliminary Eligibility List and will not be included on the Interview List, subject to the terms of any applicable CBA.

b. Former Cook County Employees' Disciplinary History Validation. BHR will review the disciplinary record of any External Applicant who was employed by Cook County Offices Under the President within the 12 months preceding their application for the final 12 months of the External Applicant's employment. Any External Applicant employed by Cook County's Offices under the President within the 12 months preceding their application who was subject to a suspension while working for the Cook County Offices Under the President during the last 12 months of the External Applicant's most recent employment with Cook County Offices

Under the President will not be considered eligible for the Position, and their name will be removed from the Preliminary Eligibility List and will not be included on the Interview List. Prior to making an offer of employment pursuant to Section V.R. to an External Applicant who was employed by Cook County Offices Under the President within the 12 months preceding their application, BHR will provide the Compliance Officer with a copy of the successful External Applicant's disciplinary record.

3. Record of Determinations. BHR will record the specific reason for a decision to exclude any Applicant's name from the Interview List made pursuant to this Section V.J. and will notify the Compliance Officer when the validation process has been completed for each posting within 48 hours of completion.

a. Applicants that have interviewed for the same position within the same Department within the last 6 months and were not ranked on the Interview Ranking Form after the interview shall be excluded from the new Interview List, unless there is a change in the Job Description or the Applicant's qualifications have changed. Prior to excluding an applicant from the Interview List, BHR will review the Job Description, online application and, if applicable, the Applicant's resume to verify that the Position and Applicant's qualifications have not changed since the last time they applied for the same Position. BHR will document the same before disqualifying a candidate as justification and evidence that it has completed the process.

4. Review by Compliance Officer. The Compliance Officer along with the Bureau Chief of BHR (or designee) will have access to the validation process for each posting and may review them on an ongoing basis. If the Compliance Officer concludes during the validation process that a validation decision was erroneous, the Compliance Officer shall make a written request to the Bureau Chief of BHR (or designee) to revise the Interview List including the reason(s) why such a revision is necessary. The Bureau Chief of BHR (or designee) shall revise the Interview List in accordance with the Compliance Officer's request.

K. Use of Preliminary Eligibility and Interview Lists. The Preliminary Eligibility and Interview Lists, minus any names removed for any reasons other than randomization, shall be valid and may be used for purposes of filling vacancies for the posted Position or for other positions, with the same title and Minimum Qualifications, in the original Hiring Department for a period of 12 months from the date created. The Preliminary Eligibility List may also be used for other vacant positions, with the same title and Minimum Qualifications, in other Departments for a period of 12 months from the date created. If the Hiring Department requests to repost the Position during the period that the list is valid, it must provide the justification to repost. The Bureau Chief of BHR or Designee will review and approve or deny such requests. The Compliance Officer will be notified of such requests to repost a Position in ATAS. If the number of vacant Positions contained in the RTH exceeds the number of Candidates identified on the Preliminary Eligibility List, the Position shall be reposted. The reposting of a residual Position(s) that results from a previous posting shall comply with Section V., excluding Section V.B.

L. Submission of Interview List. Unless a Position has been requested to be reposted in accordance with Section V. K., the Bureau Chief of BHR (or designee) will then submit the Interview List along with the Interview File to the Department Head following finalization of the interview questions.

M. Interview Preparation.

1. Interview Scheduling. If members of the interview panel disclose that they know a Candidate during the Pre-Interview Meeting in accordance with Section V. N. 2. b., the Department Head (or designee) will schedule interviews after the Bureau Chief of BHR (or designee) or Compliance Officer makes a determination about whether members of the interview panel have Conflicts of Interest and must provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours prior to the date of the first interview. If interview panel members affirm they have no knowledge of any Candidates during the Pre-Interview Meeting, the Department Head (or designee) will schedule interviews and provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours prior to the date of the first interview. If any Candidate declines an interview, cannot be reached, or otherwise drops out at any time, the Department Head (or designee) will document why the Candidate was not interviewed.

2. Interview Panel Selection. The Department Head will select the interview panel consisting of (i) two or three management level employees in the Hiring Department who have been certified as trained pursuant to Section IV.G. and (ii) at least one member of the interview panel who has first-hand knowledge of the job duties and Minimum Qualifications of the Position. The Department Head will send a list of the names of the two or three employees who will make up the interview panel to the Bureau Chief of BHR (or designee) for approval prior to the interviews. No County employee may be assigned to an interview panel without first receiving interview training described in Section IV.G. above.

3. Interview Questions. The Department Head will prepare a list of a minimum of 10 interview questions relating to each Position. The Department Head will send the list of interview questions to the Bureau Chief of BHR (or designee), who will review and amend or approve the questions and select five (5) or more questions to be used for interviews for that posting. All questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Bureau Chief of BHR (or designee) prior to the interviews. The questions must be based on the specific job duties of the Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular Position may be used for subsequent vacancies for that Position, provided appropriate precautions are taken to prevent advance dissemination of questions and answers to Candidates and provided the questions remain related to the duties of the Position.

N. Interview of Candidates. The following will apply to the interview of Candidates:

1. Notification. At least 48 hours prior to any interview, the Bureau Chief of BHR (or designee) and the Compliance Officer will be notified in writing. The notification shall be provided in the form of an electronic calendar invite and at a minimum consist of

the following information: name of the Candidate to be interviewed; date of the interview; time of the interview; place of the interview; and phone numbers or other electronic links to join the interview. The Bureau Chief of BHR (or designee) and the Compliance Officer may be present to monitor any interview.

2. Conducting the Interview. The interview panel shall interview each Candidate on the Interview List in accordance with the following:

a. The Bureau Chief of BHR, the designee or the employee in charge of personnel matters for the Department, if applicable, will facilitate the conducting of interviews by informing the interview panel and the Department Head of the Hiring Department of the interview process, being present while interviews are being conducted if the Bureau Chief of BHR (or designee) so desires, requesting that any applicable forms be completed, and picking up completed forms after the interviews.

b. During the Pre-Interview Meeting, all panel members will be required to disclose whether they know the Candidates for the Position to the Bureau Chief of BHR (or designee) in writing regardless of whether the knowledge is/was professional, personal or both. Panel members will provide a brief description of the nature of their relationship, if any, the duration of the relationship, the ability to impartially evaluate interview responses and any other information requested by the Bureau Chief of BHR (or designee) that is relevant to evaluate whether a Conflict of Interest exists.

1. The Bureau Chief of BHR (or designee) or Compliance Officer will review the written disclosure to determine whether a Conflict of Interest exists. However, the Compliance Officer will ultimately decide whether a Conflict of Interest exists after reviewing the panel member's written disclosure and considering the Bureau Chief of BHR's (or designee) recommendation in the following instances: a panel member declares an ability to impartially evaluate interview responses and the nature of the relationship is both professional and personal; exclusively personal; or exclusively professional, but other information is known to the Bureau Chief of BHR (or designee) which calls the panel member's ability to be impartial into question. If the Compliance Officer finds that a Conflict of Interest exists, the panel member will not participate in the interview or the selection process. A substitute panel member approved by the Bureau Chief of BHR (or designee) shall be contacted to replace the panel member. The substitute panel member shall assume the panel member's duties (asking questions, completing the Interviewer Evaluation Form, etc.).

2. If it is discovered that a panel member has or had a relationship with a Candidate during or after an interview, the Compliance Officer must be notified and they will make the determination of whether a second interview panel must be convened.

c. The interview questions selected in accordance with Section V.M.3. and Section V.N.2.e. will be used to evaluate Candidates and complete the Interviewer Evaluation Form.

d. All Candidates interviewed for the same Position will be asked to respond to at least five (5) of the same pre-approved interview questions. Additional and follow-up questions by the panel members are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Position.

e. The interview shall include questions that establish, at a minimum, the Candidate's: (i) willingness and ability to do the job; (ii) availability for work hours and willingness to work at the location where the job is located; (iii) prior job performance; (iv) knowledge and understanding of the position; (v) applicable test scores; (vi) relative qualifications for the position as compared with other Candidates; and (vii) overall credibility. The questions asked will not violate any employment/labor laws or regulations, including those laws or regulations pertaining to employment discrimination. None of the above factors will be considered determinative or mandatory, and interviewers will determine what, if any, weight is to be given to each factor.

3. Interviewer Evaluation Form and Preparation of Interview Panel Ranking Form. Each interviewer will independently and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview. The interviewer will score each Candidate in all categories listed on the on the Interviewer Evaluation Form and in accordance with the scoring chart on the Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it. The interviewers will submit the completed Interviewer Evaluation Forms to the Bureau Chief of BHR or Designee. The Bureau Chief of BHR or Designee will tabulate the scores of the Candidates and rank them in order from the highest to lowest score on the Interview Panel Ranking Form. Any Candidate who receives a combined overall average score that falls below established criteria set by the Bureau Chief of BHR or Designee will not be eligible for further consideration.

O. Pre-Employment Testing. Additional pre-employment tests may be given to Candidates based on the specific requirements of the Position for which they are applying and as described in the Notice of Job Opportunity, provided all Candidates for any Position are subject to the same test. Each pre-employment test will be administered, scored, considered, and weighted on a consistent basis for each Candidate, and a passing score for such tests will be established in writing before any test is administered to a Candidate. Motor vehicle testing (if applicable) may occur on site. The names of Candidates who do not achieve a passing score may not be eligible for further consideration.

P. Candidate Selection Procedure. Following completion of interviews with all Candidates, the interview panel shall select Candidates for employment in accordance with the following:

1. Selection Meeting. Within three (3) business days following the last Candidate interview, the interviewers will conduct a selection meeting at which all the

interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express their opinion regarding the Candidates. Notice of the Selection Meeting to the Compliance Officer and BHR must be made a minimum of 48 hours in advance, and will include date, time and place of the meeting as well as phone numbers or other electronic links to join the meeting. The opinions must be based exclusively on Candidates' responses to interview questions and Candidates' application materials. The interview panel will discuss the Candidates interviewed in the order they appear on the Interview Panel Ranking Form. The Bureau Chief of BHR (or designee) will be available to the panel to provide advice and expertise. The Compliance Officer may also attend selection meetings.

2. Interview Panel Ranking Form. The interview panel will select and rank Candidates on the Interview Panel Ranking Form in the order the Interview Panel recommends making an offer of employment. The panel will rank only those Candidates recommended for employment and deemed eligible for ranking.

3. Documentation of Selection Meeting. The lead interview panel member (or designee) shall take notes at the selection meeting. The notes will include a description of why, how and by whom each Candidate was ranked. The notes will also indicate the objective basis or bases on which any Candidate was recommended for selection by the panel, as well as the basis or bases on which any Candidate was not recommended for employment and deemed ineligible for ranking. If the Interview Panel changes the ranking order on the Interview Panel Ranking Form during the Selection Meeting, the Interview Panel will provide a detailed explanation of the reasons supporting the change. The notes and the Interview Evaluation Forms and the Interview Panel Ranking Form will be included in the Interview File. The lead interview panel member or designee shall submit all notes and required forms to BHR at the conclusion of the Selection Meeting.

4. Final Selection. The Department Head (or designee) shall review the panel's recommendation and make the final selection. If the Candidate selected is other than the Candidate ranked highest by the interview panel in the case of a single vacancy, or a Candidate ranked among the top candidates equal to the number of vacancies to be filled by the interview panel in the case of multiple vacancies, the Department Head shall prepare a written explanation of the basis or bases on which they made the selection on a Deviation Form and send it to the Bureau Chief of BHR and the Compliance Officer, along with a NPCC.

5. Future Vacancies. The Department Head (or designee) may select ranked Candidates from the Interview Panel Ranking Form for subsequent vacancies for the same Position for a period of 12 months from the date the Interview Panel Ranking Form was created. For non-union positions, the Department Head (or designee) may also select ranked Candidates from the Interview Panel Ranking Form created for higher level positions that are part of the same series or established promotional path that arose during a period of 12 months. The Candidates must meet the Minimum Qualifications for the position.

6. Justification to Hire. Following final selection of a Candidate or Candidates, the Department Head (or designee) shall prepare the Decision to Hire Form, which will be

sent to the Bureau Chief of BHR (or designee) along with the Requisition Form, Interview Panel Ranking Form, Interview Evaluation Forms, notes from the selection meeting, and any other documentation regarding the selection and ranking of the Candidates. In the event the Department Head's final selection is a Candidate or Candidates other than the one(s) described in V.P.4., copies of such documentation shall also be sent to the Compliance Officer.

Q. Final Screening. BHR will conduct a final screening of the Candidate or Candidates selected by the Department Head pursuant to Section V.P.4. as follows:

1. Review of Final Selection. The Bureau Chief of BHR (or designee) will review the material forwarded pursuant to Sections V.P.3., 4. and 5. and verify the selection is in compliance with the requirements of this Employment Plan. In the event the Department Head's final selection is a Candidate or Candidates other than the one(s) described in Section V.P.4, the Compliance Officer will be asked to review and verify that the selection is in compliance with the requirements of this Employment Plan as well. If either the Bureau Chief of BHR (or designee) or the Compliance Officer determines that the selection was not in compliance, the selected Candidate or Candidates will not be offered employment.

2. Documentation Review. The Bureau Chief of BHR (or designee) will review the Interview File to ensure it contains all required documentation relating to the posting before extending an offer of employment to any selected Candidate, and no offer will be extended prior to the receipt of all required documents and supporting materials from the Hiring Department.

Verification of Past Employment. The Bureau Chief of BHR (or designee) shall attempt to contact at least one professional reference (preferably the most recent employer) listed on the application of selected Candidates who are External Applicants in order to verify the accuracy of information contained on the application. Any Candidate who the Bureau Chief of BHR (or designee) confirms has provided misleading, incomplete or incorrect information (excluding minor discrepancies) on their application or resume will not be considered eligible and will not be extended an offer of employment. The Bureau Chief of BHR (or designee) will document for the file the basis of their finding of ineligibility and notify the Department Head and the Compliance Officer that the selected Candidate is not eligible.

R. Offers of Employment. BHR will extend employment offers in accordance with the following:

1. Extension of Offer. After receipt of the fully-executed Justification to Hire, the Bureau Chief of BHR (or designee) will extend a written offer of employment to the selected Candidate(s). All offers of employment will be made in writing. All Candidates will have five (5) days to accept or reject the offer. All offers of employment will be contingent upon the Candidate's submission of post-offer licenses and certifications as described in Section V.S. below and satisfactory completion of all post- offer tests described in Section V.T. below. If, due to critical need, a selected Candidate begins employment before the results of any post-offer test has been received, the Candidate will be advised that their continued employment is contingent on the receipt of satisfactory

results of such tests, and that they will be subject to immediate termination if and when an unsatisfactory test result is received.

2. Unaccepted Offer. If a selected Candidate is found to be ineligible after the final screening, submission of post-offer licenses and certifications or post-offer testing or does not accept the offer of employment, the next highest ranked Candidate on the Interview Panel Ranking Form, and if necessary the other Candidate(s) in ranked order, will be screened pursuant to Section V.Q. and offered employment, if eligible.

3. No Acceptance. If no ranked Candidate in accordance with Section V.L. is eligible or accepts the offer of employment, the County will continue validating any remaining Applicants on the randomized Preliminary Eligibility List pursuant to Section V.I. and J. until there is another pool of 10 Candidates for a single Vacancy or five (5) Candidates per Vacancy for multiple Vacancies. The County shall follow this process, if necessary, until all Applicants on the randomized Preliminary Eligibility List have been validated. If none is eligible or accepts the offer of employment, the County will continue following the process in Section V.I. and J. until all Applicants have been validated. If none is eligible or accepts the offer of employment, the Position will be reposted.

S. Post-Offer License and Certification Verification. All Candidates will be required to produce required documents based on the position (e.g., current driver's license, diploma, school transcript, certifications, including a receipt for the request for international education, if applicable, etc.) listed on the Notice of Job Opportunity within five (5) days of being extended an offer, in writing, by the Bureau Chief of BHR (or designee). Original college/university transcripts can be sent directly from the school's registrar office or clearinghouse to BHR via email. Where necessary original documents can be presented for review at the BHR office no later than the day the Candidate is scheduled to begin employment. For certifications that require a foreign national educational degree, after offer acceptance, candidates are provided a ten (10) day offer extension to provide international documentation. At the end of the ten-day extension, there may be a further extension, if approved by BHR and the Compliance Officer. Copies of such documents will be included in the Interview File and the Personnel File upon hire. If the Candidate indicates that they have previously submitted applicable required documents for the Position to BHR, BHR will verify that the required documents have been submitted by checking either the Interview or Personnel File. BHR will determine if the previously submitted documents are applicable to satisfy the current position requirements. Candidates who do not produce the required documents for the position within the required timeframe will be considered ineligible for further consideration and the offer of employment will be withdrawn, unless approved by the Compliance Officer.

T. Post-Offer Testing. The following shall apply following acceptance of an offer of employment and preferably prior to the commencement of employment:

4. Drug Test. All selected Candidates for positions that require drug testing and who are not then employed by the County, all Candidates for positions that require drug testing and who are employees of the County who have not undergone a drug test within the preceding twelve months, and all Candidates selected to fill a Position requiring them to have a commercial driver's license will be required to submit to a drug test prior to the commencement of employment. Those whose drug tests yield a positive test result

will not be considered eligible and the offer of employment will be withdrawn, or, if applicable, the individual will be terminated.

5. Medical Examination. All selected Candidates for Positions designated by the County as requiring a pre-employment medical examination who are not then employed by the County will be required to submit to a medical exam by a licensed physician or nurse practitioner. Candidates whose medical exam indicates that they are not able to perform the essential functions of the offered Position (with or without reasonable accommodation) will not be considered eligible and the conditional offer of employment will be withdrawn, or, if applicable, the individual will be terminated in accordance with any applicable policy, law, and/or CBA.

6. Background Check. All selected Candidates who accept an offer of employment will be required to submit to a criminal background check or other checks as required by applicable law and/or BHR policy. If a criminal background check reveals that a selected Candidate has been convicted of a felony or misdemeanor that impacts or could impact their suitability for the Position, the matter will be referred to the Bureau Chief of BHR for an investigation and determination. The Bureau Chief of BHR shall investigate the facts and circumstances, consult with legal counsel, if appropriate, and make a written determination of whether the conviction disqualifies the individual for employment, which shall be sent to the Compliance Officer and the OIIG. Upon receipt of a determination of ineligibility, the offer of employment will be withdrawn or, if applicable, the individual will be terminated. If the background check reveals a selected Candidate has withheld or given materially inaccurate, incomplete or misleading information concerning their criminal record, the offer of employment will be withdrawn or, if applicable, the individual will be terminated.

U. Onboarding. Prior to or on the day of onboarding and commencement of employment, all Candidates must present original documentation required for work authorization and identification purposes. Such original documentation will be reviewed by BHR and copies will be kept separately from the personnel files of Candidates. Candidates who do not produce required documentation may not commence employment until such original documentation is reviewed by BHR.

V. Grant of Authority. The Bureau Chief of BHR (or designee) will prepare and sign a Grant of Authority Form following acceptance of the Offer and completion of Post-Offer Testing. The Grant of Authority Form will include at least the name(s) of the selected Candidate(s) and the proposed salary.

VI. EMPLOYEE CERTIFICATION

All Employees involved in effecting a hiring shall complete and sign a NPCC on ATAS or in writing.

VII. EXCEPTIONS TO THE GENERAL HIRING PROCESS

The following limited exceptions apply to the General Hiring Process or portions thereof. No exception described in this Section VII. shall be interpreted to permit any Employment Actions covering Non-Exempt Positions to be based on any Political Reasons

or Factors.

A. Emergencies. The County is not required to comply with the General Hiring Process in the event of an Emergency and upon the prior written certification of the President. Such certification will include, but not be limited to, statements to the effect that: (1) there is a need for such hiring based on an Emergency (including a description of the specific emergency); (2) the approximate number of individuals required to be hired during the Emergency; and (3) the estimated duration of the Emergency (which may be no longer than six (6) months or180 calendar days). The County must file such certification with the Bureau Chief of BHR and the Compliance Officer. Upon receipt and approval of such certification by both the Bureau Chief of BHR and Compliance Officer, the County may hire employees to deal with the Emergency which, when added to the number of other hires by the County based on an Emergency during the calendar year, does not exceed 100 unless otherwise pre-authorized. If the Hiring Department determines that the duration of the Emergency will exceed six (6) months or 180 days, it may request a three (3) month extension by contacting the Bureau Chief of BHR and Compliance Officer for approval. The Hiring Department may request multiple three month extensions. If during the initial emergency, extension period, if applicable, or within 12 months after the emergency assignment ends, the current or former emergency hire, may receive preference under Section V.I.5. if a permanent position becomes available. No individual hired as a result of an Emergency may be hired based on any Political Reasons or Factors, and a NPCC shall be completed as otherwise required by the General Hiring Process. Individuals hired on an emergency basis may neither be moved to any other non-emergency Position via Transfer, Interim Assignment or any other available Employment Action.

B. ADA Accommodations. Current employees who, due to a medical condition under the Americans with Disabilities Act (ADA) as Amended, can no longer perform the essential functions of their current position with or without a reasonable accommodation, may be eligible for a reassignment under the ADA as a reasonable accommodation for positions for which they meet the Minimum Qualifications. A reassignment offer would be made as an accommodation and the employee would have five days to accept the offer. Reassignments made to a vacant position pursuant to this provision would be considered an exception to the General Hiring Process.

C. Settlements and Awards. The County may comply with any judgment, negotiated settlement of a claim, complaint or arbitral award that requires the County to take an Employment Action with respect to a specific individual or individuals which would otherwise be contrary to the requirements of this Employment Plan.

D. Layoffs. The County shall follow the Personnel Rules, any applicable CBA, and the Policy Manual with respect to Layoffs.

E. Recall and Reemployment. The County shall follow the Personnel Rules, any applicable CBA, and the Policy Manual with respect to Recalls and Reemployment.

F. Promotion and Demotion. The County shall follow the Personnel Rules, any applicable CBA, and the Policy Manual with respect to Promotions and Demotions.

G. Reclassifications and Upgrades. The County shall follow the Personnel Rules, any applicable CBA, and the Policy Manual with respect to Reclassifications and Upgrades.

H. Transfers. The County shall follow the Personnel Rules, any applicable CBA, and the Policy Manual with respect to Transfers.

I. Transitional Assignments. The County is not required to comply with Section V. when making a Transitional Assignment, provided the County complies with the following procedures:

1. Completion of NPCC. All individuals involved in effecting a Transitional Assignment shall complete and sign a NPCC.

2. Request for Transitional Assignment. The Department Head shall submit a written request to the Bureau Chief of BHR that a Transitional Assignment be made. Such request must include: (a) a description of the reason for such Transitional Assignment; (b) a copy of the written confirmation that there is an available appropriation for a Transitional Assignment from the Department of Budget and Management Services; (c) a RTH or Personnel Action Form; (d) a copy of the Job Description; and (e) confirmation of the dates and the duration of the Transitional Assignment (which may not exceed 30 days).

3. BHR Review and Approval. The Bureau Chief of BHR (or designee) and the Compliance Officer shall review the request and materials provided by the Department Head and approve or not approve the request. If approved, the Transitional Assignment will be processed for the period of time specified by the Department and BHR.

4. Reporting of Transitional Assignments. Copies of all requests, NPCCs, RTHs, employment applications, and other documents involving a Transitional Assignment shall be sent to the Compliance Officer.

J. Statutory Appointments. State or County statutory appointments shall be exempt from the General Hiring Process. Said appointments shall be at the discretion of the responsible party and subject to the statutory requirements.

1. Appointment of Cook County Public Defender. Illinois state statute, specifically 55 ILCS 5/3-4004.1 and 55 ILCS 5/3-4004.2 establishes the appointment process of Public Defenders in counties with a population greater than 1,000,000.

2. Appointment of Cook County Medical Examiner. Pursuant to 55 ILCS 5/3-3044, a 1972 Referendum and the Cook County Code of Ordinances, specifically Section 38-112, Cook County Ordinance establishes the appointment process of the Cook County Medical Examiner.

3. Appointment of Cook County Independent Inspector General. Pursuant to the Cook County Code of Ordinances, specifically Section 2-282, the appointment of the Cook County Independent Inspector General is governed by County Ordinance.

K. Grant Funded Positions. The County will follow the hiring processes set forth in this Employment Plan applicable to the category of Position involved for Grant Funded

Positions. If the time needed to secure the Grant or to hire positions under the Grant is not sufficient to complete procedures under the applicable hiring process, the Hiring Department will submit a written exception request to the Bureau Chief of BHR, OIIG and Compliance Officer. Such request will include: (1) a description of the Grant, (2) timeliness required for the application and hiring, (3) the identity of the specific grant funded position involved, and (4) the specific exceptions to portions of the applicable hiring process, including, but not limited to, a shortened posting period or expedited validation procedures. If the Bureau Chief of BHR, OIIG or Compliance Officer denies the request, no exception will be made. Such exceptions requested by the Hiring Department are allowable to expedite the applicable hiring process only because the funding source for grant funded positions have time limitations which do not apply to positions funded by Cook County. Exceptions allowed to expedite the applicable hiring process will not in any way diminish the integrity of the hiring process for the category of Position involved. No individual hired as a result of a grant may be hired based on any Political Reasons or Factors, and a NPCC shall be completed as otherwise required by the General Hiring Process, Actively Recruited Position Hiring Process, Executive Assistant Hiring Process and Intern/Extern/Fellow/Volunteer Hiring Process. Employees in Grant Funded Positions are ineligible for Interim Assignments and Interim Pay, Temporary Assignments and Transfers pursuant to the Supplemental Policies. Since individuals who are hired in Grant Funded Positions are availed to the hiring process for the category of the Position involved, if the County continues to fund the Grant Funded Position when the Grant funds expire, the employee in that Grant Funded Position may remain in the position.

VIII. ACTIVELY RECRUITED POSITION HIRING PROCESS

The County may use the following procedure for hiring individuals to fill Actively Recruited Positions. If the County elects not to follow these procedures, the County shall follow the procedures in Section V.

A. No Political Reasons or Factors No Employment Action covering an Actively Recruited Position may be based on any Political Reasons or Factors.

B. Permitted Sourcing. The Sourcing process may be used for Actively Recruited positions in accordance with the procedures outlined in Section V.A.2.

C. Recruiting Consultant. The Bureau Chief of BHR may retain a Recruiting Consultant pursuant to the County's Procurement Code for purposes of recruiting Applicants and Candidates for Actively Recruited Positions in accordance with Section V.A.4.a.-c.

D. Requests to Hire. All hiring for Actively Recruited Positions will be initiated by submission of a RTH in accordance with Section V.B., except Internal Candidate Preference shall not apply to these Positions. The Preferences described in Section V.I. also do not apply to Actively Recruited Positions.

E. Preparation of Notice of Job Opportunity. The Content Librarian will prepare the Notice of Job Opportunity in accordance with Section V.D.

F. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted

in compliance with Section V.E.

G. Submission of Applications. All applications must be submitted to BHR through ATAS. Any individual who does not complete the online application for the Actively Recruited Position through ATAS will not be considered eligible for the Actively Recruited Position, and their name will not be included on the Preliminary Eligibility List.

H. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose answers indicate they do not have all the Minimum Qualifications will not be considered eligible for the Actively Recruited Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Actively Recruited Position.

I. Creation of Preliminary Eligibility List. After the final posting closing date, BHR will create a Preliminary Eligibility List for each Actively Recruited Position posted containing the names of all Applicants who complete the application process on ATAS and whose responses indicate they possess all Minimum Qualifications for the Actively Recruited Position. BHR will validate the information contained on the online applications and resumes in accordance with Section V.J. All Applicants on the Preliminary Eligibility List shall be vetted and not reduced through any random selection of a small number of Applicants. The Preliminary and Validated Eligibility Lists shall be valid and may be used for purposes of filling vacancies for the posted Actively Recruited Position or for other Actively Recruited Positions, with the same title and Minimum Qualifications, in the original Hiring Department for a period of 12 months from the date created. The Preliminary Eligibility List may also be used for other vacant Actively Recruited Positions, with the same title and Minimum Qualifications, in other Departments for a period of 12 months from the date created. If the Hiring Department requests to repost the Position during the period that the list is valid, it must provide the justification to repost. The Bureau Chief of BHR or Designee will review and approve or deny such requests. The Compliance Officer will be notified of such requests to repost a Position in ATAS.

J. Appointment of an Application Review Panel. The Department Head shall appoint an Application Review Panel consisting of the Department Head (or designee) and at least two other Supervisors who have received interview training pursuant to Section IV.G. Supervisors may come from outside the Hiring Department.

Creation of Interview List. Upon receipt of the Validated Eligibility List and Job Description from BHR, the Application Review Panel shall review the applications and resumes of all Candidates listed on the Validated Eligibility List and select at least three (3) Candidates to put on the Interview List based on the extent to which each Candidate meets the stated Preferred Qualifications, if any, and has the work-related experience, education, knowledge, skills and abilities needed for the Actively Recruited Position. If fewer than three Candidates are on the Validated Eligibility List, the Application Review Panel may request BHR to either repost the Actively Recruited Position or the Application Review Panel may place the Candidate(s) on the Interview List. The Compliance Officer will be notified at least 48-hours in advance of the Application Review Panel's review of applications and selection of Candidates for the Interview List.

K. Interview Preparation.

1. Appointment of an Interview Panel. The Department Head shall appoint an Interview Panel consisting of the Department Head (or designee) and at least two Supervisors who have received interview training pursuant to Section IV.G. The Supervisors may come from outside the Hiring Department. The Department Head may choose the same panelists for the Interview Panel as they chose for the Application Review Panel.

2. Interview Scheduling. If members of the interview panel disclose that they know a Candidate during the Pre-Interview Meeting in accordance with Section VIII. M. 2. b., the Department Head (or designee) will schedule interviews of all Candidates listed on the Interview List after the Bureau Chief of BHR (or designee) or Compliance Officer makes a determination about whether members of the interview panel have Conflicts of Interest and must provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours in advance of the date of the first interview. If interview panel members affirm they have no knowledge of any Candidates during the Pre-Interview Meeting, the Department Head (or designee) will schedule interviews and provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours in advance of the date of the first interview.

3. Interview Questions. The Department Head will create a minimum of 10 interview questions relating to each Actively Recruited Position and send the interview questions to the Bureau Chief of BHR (or designee), who will review and amend or approve the questions. The Department Head shall select five (5) or more of the BHR approved questions to be used for interviews for that posting. The Public Defender of Cook County will not be required to submit the interview questions to the Bureau Chief of BHR for review and approval but will provide written notice of the 10 interview questions created and the five (5) selected to the Compliance Officer and Bureau Chief of BHR (or designee) at least five (5) business days in advance of conducting interviews for a posting. All interview questions shall be considered and treated as confidential. The questions must be based on the specific job duties of the Actively Recruited Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular Actively Recruited Position may be used for subsequent vacancies for that Actively Recruited Position, provided appropriate precautions are taken to prevent advance dissemination of answers and provided the questions remain related to the duties of the Actively Recruited Position.

L. Interview of Candidates. The following will apply to the interview of Candidates:

1. Notification. At least 48 hours prior to the date of every interview the Compliance Officer will be notified in writing. The notification shall be provided in the form of an electronic calendar invite and at a minimum consist of the following information: name of the Candidate to be interviewed; date of the interview; time of the interview; and place of the interview, including phone numbers or other electronic links to join the interview, if applicable. The Compliance Officer may be present to monitor any interview.

2. Conducting the Interview. The Interview Panel shall interview each Candidate on the Interview List in accordance with the following:

a. The Bureau Chief of BHR (or designee) will facilitate the conducting of

interviews by informing the Interview Panel of the interview process, providing the Interview Panel with the Job Description and copies of the applications and resumes of all Candidates on the Interview List, requesting that any applicable forms be completed, and picking up completed forms after the interviews. The Bureau Chief of BHR (or designee) may be present while interviews are being conducted.

b. During the Pre-Interview Meeting, all panel members will be required to disclose whether they know the Candidates for the Position to the Bureau Chief of BHR (or designee) in writing regardless of whether the knowledge is/was professional, personal or both. Panel members will provide a brief description of the nature of their relationship, if any, the duration of the relationship, the ability to impartially evaluate interview responses and any other information requested by the Bureau Chief of BHR (or designee) that is relevant to evaluate whether a Conflict of Interest exists.

1. The Bureau Chief of BHR (or designee) or Compliance Officer will review the written disclosure to determine whether a Conflict of Interest exists. The Compliance Officer will ultimately decide whether a Conflict of Interest exists after reviewing the panel member's written disclosure and considering the Bureau Chief of BHR's (or designee) recommendation in the following instances: a panel member declares an ability to impartially evaluate interview responses and the nature of the relationship is both professional and personal; exclusively personal; or exclusively professional, but other information is known to the Bureau Chief of BHR (or designee) which calls the panel member's ability to be. If the Compliance Officer finds that a Conflict of Interest exists, the panel member will not participate in the interview or the selection process. The Department Head (or designee) will appoint a substitute panel member to replace the panel member. The substitute panel member shall assume the panel member's duties (asking questions, completing the Interviewer Evaluation Form, etc.).

2. If it is discovered that a panel member has or had a relationship with a Candidate during or after an interview, the Compliance Officer must be notified and they will make the determination of whether a second interview panel must be convened.

c. All Candidates interviewed for the same Actively Recruited Position will be asked to respond to at least five of the same pre-approved interview questions. Additional and follow-up questions by the panel members are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Actively Recruited Position. All responses provided by a Candidate, including responses to follow-up questions, are to be considered by Interviewers.

d. The interview shall include questions that establish, at a minimum, the Candidate's: (i) willingness and ability to do the job; (ii) availability for work hours and willingness to work at the location where the job is located; (iii) prior job

performance; (iv) knowledge and understanding of the Actively Recruited Position; (v) experience; (vi) relative qualifications for the Actively Recruited Position as compared with other Candidates; and (vii) overall credibility. The questions asked will not violate any employment/labor laws or regulations, including those laws or regulations pertaining to employment discrimination. None of the above factors will be considered determinative or mandatory, and interviewers will determine what, if any, weight is to be given to each factor.

3. Interviewer Evaluation Form. Each interviewer will independently and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview. The interviewer will rate each Candidate in each area contained on the Interviewer Evaluation Form in accordance with the scoring chart on the Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it. In the absence of a representative of the Bureau Chief of BHR or Designee, the Lead Interviewer is responsible for submitting all completed Interviewer Evaluation Forms to the Bureau Chief of BHR or Designee the next business day following an interview.

M. Candidate Selection Procedure. Following completion of interviews with all Candidates, the interview panel shall select Candidates for employment in accordance with the following:

1. Interview Panel Meeting. Within three business days following the last Candidate interview, the interviewers will conduct a meeting at which all of the interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express their opinion regarding the Candidates. The opinions must be based exclusively on Candidates' responses to interview questions and Candidates' application materials. The Interview Panel will discuss the Candidates interviewed and identify Candidates they recommend for hire and rank them on the Interview Panel Ranking Form. The Bureau Chief of BHR (or designee) will be available to the Interview Panel to provide advice and expertise. The Interview Panel will select a member to take notes at the Interview Panel meeting. The notes will indicate the objective basis or bases on which any Candidate was recommended for hire. The notes will be included in the Interview File. The Bureau Chief of BHR (or designee), the Compliance Officer may also attend Interview Panel meetings.

2. Second Interview. After the Interview Panel meeting, the Department Head may conduct second interviews of any or all of the ranked Candidates on the Interview Panel Ranking Form. The Department Head (or designee) may decide the number of panelists and determine if one or more panelists are needed for the Second Interview under this section. Prior to conducting any second interviews, the Department Head may appoint a Supervisor to participate in the second interviews. The Supervisor appointed for the second interviews and any other new interview panelists must submit a written disclosure concerning knowing the Candidates in accordance with Section VIII. M. 2. b. and participate in all second interviews with the Department Head. The Department Head and Supervisor, if appointed, shall complete Interviewer Evaluation Forms for each Candidate given a second round interview and an Interview Panel Ranking Form.

3. Final Ranked Candidate List and Final Selection. Following the Department

Head's review of the Interview Panel notes, Interviewer Evaluation Forms, Interview Panel Ranking Form and Interview File, as well as any second Interview Evaluation Forms and Interview Ranking Form, the Department Head shall create a Final Ranked Candidate List and select the successful Candidate(s) for the Actively Recruited Position(s). The Department Head may choose to reject some or all the Interview Panel's recommendations in creating the Final Ranked Candidate List. If the Department Head chooses to reject any of the Interview Panel's recommendations, they must explain that determination on the Deviation Form and provide it to Bureau Chief of BHR (or designee) with the completed Interview File. The Department Head may also select candidates from the Final Ranked Candidate List for other vacancies for the same position arising during a period of 12 months from the date the Final Ranked Candidate List was created. For non- union positions, the Department Head may also select from a Final Ranked Candidate List created for higher level positions that are part of the same series or established promotional path that arose during a period of 12 months. The candidates must meet the Minimum Qualifications for the position. The Department Head may elect to not use the Final Ranked Candidate List if the Final Ranked Candidate List is more than six months old and may request BHR to repost the Position or if the Final Ranked Candidate List is less than six months old, the Department Head may request that the position be reposted following consultation and approval by BHR; any decision to repost a position when the Final Ranked Candidate List is less than six months old will be provided to the OIIG and the Compliance Officer by BHR.

4. Future Vacancies. The Department Head may select Candidates from the Final Ranked Candidate List for subsequent vacancies for the same Position for a period of 12 months from the date the Final Ranked Candidate List was created. For non-union positions, the Department Head may also select from a Final Ranked Candidate List created for all higher level positions that are part of a series that arose during a period of 12 months. The candidates must meet the Minimum Qualifications for the position.

5. Justification to Hire. In accordance with Section V.P.6., the Department Head (or designee) shall prepare the Justification to Hire which shall include a justification for selecting the successful Candidate and detailing how the selected Candidate's experience meets the criteria for the Actively Recruited Position. The Justification to Hire will be made part of the Interview File and will be sent to the Bureau Chief of BHR (or designee) along with the Interview Panel meeting notes and recommendations, the Interview Evaluation Forms, and any other documentation regarding the selection of the Candidate. Copies of such documentation shall also be made available to the Compliance Officer.

N. Final Screening. BHR will conduct a final screening of the Candidate selected for each open Actively Recruited Position in accordance with Section V.Q.

O. Offers of Employment. BHR will extend employment offers in accordance with Section V.R. Offers of Employment for Candidates for Actively Recruited Positions Under the Jurisdiction of the Public Defender shall be in accordance with Section V.R.; however, the Public Defender shall provide the Offer of Employment letter and copy the Bureau Chief of BHR.

P. Post-Offer License and Certification Verification. All Candidates will be required to produce required documents based on the position (e.g., current driver's license, diploma, school transcript, certifications, including receipt for a request for international education,

if applicable, etc.) listed on the Notice of Job Opportunity within five (5) days of accepting an offer, in writing, by the Bureau Chief of BHR (or designee). Original college/university transcripts can be sent directly from the school's registrar office or clearinghouse to BHR via email. Where necessary, original documents can be presented for review at the BHR office no later than the day the Candidate is scheduled to begin employment. For certifications that require a foreign national educational degree; after offer acceptance candidates are provided a ten (10) day offer extension to provide international documentation. At the end of the ten-day extension, there may be a further extension, if approved by BHR and the Compliance Officer. Copies of such documents will be included in the Interview File and the Personnel File upon hire. If the Candidate indicates that they have previously submitted applicable required documents for the Position to BHR, BHR will verify that the required documents have been submitted by checking either the Interview or Personnel File. BHR will determine if the previously submitted documents are applicable to satisfy the current position requirements. Candidates who do not produce the required documents for the position within the required timeframe, will be considered ineligible for further consideration and will not participate in any interview for that position, unless approved by the Compliance Officer.

Q. Post-Offer Testing. Post-Offer Testing will be conducted following acceptance of an offer of employment and preferably prior to the commencement of employment in accordance with Section V.T.

R. Changes to and Posting of Actively Recruited Positions Lists. Changes to the Actively Recruited Positions Under the Jurisdiction of the President List shall be made using the same procedures provided for in Section XII.C. governing changes to Exempt Positions. Changes to the Actively Recruited Positions Under the Jurisdiction of the Public Defender List shall be made using the same procedures provided for in Section VII.L.10 governing changes to Public Defender Direct Appointments.

S. Union Membership. Except for Actively Recruited Positions requiring an M.D., D.O. or J.D., if an Actively Recruited Position becomes covered under a CBA, the Actively Recruited Position will be automatically removed from the Actively Recruited Positions List, and any vacancy for such Actively Recruited Position will be subject to Section V.

IX. VOLUNTEERS

A. Volunteers in Offices under the Jurisdiction of the President (Reserved).

X. EXECUTIVE ASSISTANT HIRING PROCESS

In order to assist certain members of the County's senior management team in retaining direct-report administrative assistants who possess the experience, skills and competence needed by them to perform their jobs effectively, the County may use the following procedure for hiring individuals to fill Executive Assistant Positions.

A. No Political Reasons or Factors. No Employment Action covering an Executive Assistant may be based on any Political Reasons or Factors.

B. Applicability of Specific Portions of the General Hiring Process. All provisions of

Section V. shall apply to the recruiting, screening, interviewing and hiring of Executive Assistants except as specifically provided in Section X.

C. Submission of RTH. The Executive Assistant Supervisor must submit a RTH to the Bureau Chief of BHR (or designee). The RTH must be signed by the Executive Assistant Supervisor. If the Executive Assistant Supervisor is not a Department Head, the Department Head of the Department in which the Executive Assistant Supervisor works must also sign the RTH. The Executive Assistant Supervisor or Department Head must receive written approval to fill the Position from the Budget Director and Bureau Chief of BHR or their designees. The Bureau Chief of BHR or the designee shall provide a copy of the RTH to the Compliance Officer, pursuant to Section V.B.1.

D. Identification and Selection of Candidate. The Executive Assistant Supervisor shall send a written notification with the RTH to the Bureau Chief of BHR (or designee). The Bureau Chief of BHR (or designee) shall submit a copy of the written notification with the RTH to the Compliance Officer. Such notification shall include: (1) the name of the individual they have selected to perform services as the Executive Assistant; (2) a description of the basis on which the Executive Assistant Supervisor has selected the individual (e.g., past knowledge of their employment history, past working relationship, etc.); (3) copies of any licenses or certification required; (4) a NPCC signed by the Executive Assistant Supervisor; and (5) if the Executive Assistant Supervisor is not a Department Head, a NPCC signed by the Department Head of the Department in which the Executive Assistant Supervisor works.

E. Hiring Process. The following hiring process will apply for Executive Assistant Positions in order to document that all persons employed in Executive Assistant Positions possess the Minimum Qualifications for an Executive Assistant Position in which they are being placed:

1. Job Description. The Bureau Chief of BHR (or designee) and the Executive Assistant Supervisor shall create a current and accurate Job Description for each Executive Assistant Position as described in Section V.B.2. Each such Job Description shall meet the definition of Executive Assistant contained in this Employment Plan and be approved by the Bureau Chief of BHR. A copy of the Job Description shall be provided to the Compliance Officer.

2. Entry of Job Description on ATAS. The County shall enter the Executive Assistant Job Description on ATAS and the Content Librarian shall create a Notice of Job Opportunity for all Executive Assistant Positions on ATAS as described in Sections V.D.2. and 3.; entry on ATAS of the Position does not require public posting.

Submission, Screening and Verification of Application. The individual selected by the Executive Assistant Supervisor to fill the Executive Assistant Position shall complete an employment application on ATAS. The Bureau Chief of BHR (or designee) shall validate the application as described in Sections V.J. and V.S., and verify that the individual selected by the Executive Assistant Supervisor: (a) possesses the Minimum Qualifications and, if applicable, Preferred Qualifications of the Executive Assistant Position; (b) has provided any licenses and certifications required; and (c) if they were or are an employee of the County, they were not terminated for cause by any County employer during the previous five

(5) years. If the Bureau Chief of BHR (or designee) concludes that the selected individual does not meet any one of the three (3) criteria, the Bureau Chief of

BHR shall advise the Executive Assistant Supervisor that the selected individual is not eligible for the Executive Assistant Position, and they will not be offered employment as an Executive Assistant. If the Bureau Chief of BHR (or designee) determines that the individual selected by the Executive Assistant Supervisor is eligible, they shall record such determination on ATAS or in the employment file, execute a NPCC and submit a copy of all information and the determination to the Compliance Officer.

F. Hiring. Upon completion of the verification and testing described in Section X.E., BHR will take steps to complete the hiring process and send written notice (including a copy of all the required documents) to the Compliance Officer.

XI. INTERN/EXTERN/FELLOW/VOLUNTEER HIRING PROCESS

Cook County will adhere to the following hiring processes applicable to the category of positions for Interns, Externs, Fellows and Volunteers, with the exception of Forensic Pathology Fellows in the Medical Examiner's Office and Volunteers in the Office of the Public Defender:

A. General Hiring. The General Hiring Process outlined in Section V. of this Employment Plan will be used for all Internships/Externships/Fellowships and Volunteer opportunities regardless of whether the Intern/Extern/Fellow/Volunteer will receive compensation (monetary or otherwise) from Cook County for their employment except when the Intern/Extern/Fellow/Volunteer is provided directly by an academic institution or other non-political organization with a bona fide internship program and Cook County has no discretion or input in recommending or selecting the Intern/Extern/Fellow/Volunteer. In those instances, the Placement Process in Section XI.B. governs. All Interns, Externs, Fellows and Volunteers will complete Post-Offer Testing as outlined in Section V.T. of this Employment Plan. Volunteers in the Office of the Public Defender are subject to the Process outlined in Section IX.B.

B. Placement Process. When the Intern/Extern/Fellow/Volunteer is provided directly by an academic institution or other non-political organization with a bona fide internship program and Cook County has no discretion or input in recommending or selecting the Intern/Extern/Fellow/Volunteer; in which case, Cook County will follow the placement procedures of the academic institution or other non-political organization with a bona fide internship program. In situations where Cook County receives an Intern/Extern/Fellow/Volunteer from an academic institution or other non-political organization with a bona fide internship program prior to the hiring, Cook County will obtain an NPCC from the academic institution or other non-political organization with a bona fide internship program. Cook County shall not require as a basis for employment that any Applicant has, at any point, performed an Internship, Externship, Fellowship or Volunteered with Cook County. All Interns, Externs, Fellows and Volunteers will complete Post-Offer Testing as outlined in Section V.T. of this Employment Plan.

The specific elements of the placement process, which apply equally to Interns, Externs, Fellows and Volunteers, are described in detail below.

1. The Compliance Officer will liaise with academic institutions or non-

political organizations on behalf of County Offices and Departments to assure that the academic institution or non-political organization has a bona fide internship program that comports with this Employment Plan.

2. Job Postings for all Internship/Externship/Fellowship/Volunteer positions which the County is seeking to fill will be provided to the academic institution or non-political organization by the Compliance Officer. When an application to request an Intern/Extern/Fellow/Volunteer is required, the Compliance Officer will notify the County Office or Department. The County Office or Department may complete the required application and provide a copy to the Compliance Officer.

C. Program Extensions. County Offices or Departments receiving an intern, extern, fellow or volunteer shall not extend an internship, externship, fellowship, or volunteer opportunity beyond the time frame indicated in the job posting, unless pre-authorized by the Bureau Chief of BHR (or designee) and the Compliance Officer. Department Heads may submit to the Bureau Chief of BHR (or designee) and the Compliance Officer such written request prior to the expiration of the Internship, Externship, Fellowship, or Volunteer opportunity including justification for the extension.

XII. COMMISSIONER INTERN/VOLUNTEER HIRING PROCESS

Cook County will adhere to the following hiring processes applicable to Commissioner Interns/Volunteers in offices of elected or appointed Commissioners of the Cook County Board of Commissioners.

A. No Specific Selection Process Required. The employing Cook County Commissioner is not required to use any specific selection process in filling a Position using this process. Candidates under consideration for any position filled pursuant to this section must meet any minimum qualifications for the position, if applicable.

B. Submission of RTH. The Cook County Commissioner must submit an RTH to the Bureau Chief of BHR (or designee). The RTH must be signed by the Cook County Commissioner or the Commissioner Intern/Volunteer Supervisor. If the Commissioner Intern/Volunteer Supervisor is not a Cook County Commissioner, the Cook County Commissioner where the Commissioner Intern/Volunteer works must also sign the RTH. The Commissioner Intern/Volunteer Supervisor must receive written approval to fill the Position from the Budget Director and Bureau Chief of BHR or their designees. The Bureau Chief of BHR or designee shall provide a copy of the RTH and job description to the Compliance Officer, pursuant to Section V.B.1.

C. Identification and Selection of Candidate. The Commissioner Intern/Volunteer Supervisor shall send a written notification with the RTH to the Bureau Chief of BHR or designee. The Bureau Chief of BHR or designee shall submit a copy of the written notification with the RTH to the Compliance Officer. Such notification shall include: (1) the name of the individual they have selected to perform services as the Commissioner Intern; (2) a copy of the individual's resume; (3) copies of any licenses or certification required.

D. Hiring Process. In order to document that all persons employed in Commissioner Intern/Volunteer Positions possess the Minimum Qualifications for the position in which

they are being placed, the following process will apply to the hiring of all individuals in such positions:

1. Creation of Job Description. BHR shall create a current and accurate Job Description containing Minimum Qualifications for each Position as described in Section V.B.2.

2. Entry of Job Description on ATAS. The County shall enter job descriptions on ATAS, and the Content Librarian shall create a Notice of Job Opportunity for all Positions on ATAS as described in Sections V.D.2. and 3. and as approved by the Chief of BHR; entry on ATAS of the Position does not require public posting.

3. Submission and Screening of Application. The individual selected to fill the Commissioner Intern Position shall complete an employment application on ATAS. The Chief of BHR shall review the application and confirm that the individual possesses the Minimum Qualifications and, if applicable, any licenses or certifications required for the Exempt Position. If the individual does not possess the Minimum Qualifications or any applicable required license of certification, they shall not be placed in the Commissioner Intern Position.

E. Certification. After screening pursuant to Section XII.A.3., the Chief of BHR shall certify in writing that any individual selected to fill a Commissioner Intern/Volunteer Position meets the Minimum Qualifications and, if applicable, possesses any licenses or certifications required for the Position. Such certification shall be completed prior to commencing the internship or volunteer opportunity and a copy of such certification shall be provided to the Compliance Officer and the OIIG.

F. No Other Specific Selection Process Required. Except as specifically provided in this Section XII, no other selection process is required to fill a Commissioner Intern Position. Commissioners may consider any factor in making their decision, except illegal factors.

G. No Applicant Preference. Positions shall not be granted OUP Fellow/Intern/Extern/Volunteer Preference in hiring and shall be subject to computer-based randomization if applying for any future Positions with Cook County government.

H. Cook County Work Requirements. All County Commissioners and Supervisors shall complete a certification that Commissioner Intern/Volunteer will perform duties, assignments, work, and other job-related activities related to official Cook County business. Commissioner Interns shall complete requisite onboarding forms (Personnel Services and Compliance packet). Intern Supervisors should ensure completed packets are returned to BHR and CO.

I. Post-Offer Testing. Where applicable, Post-Offer Testing shall comply with Section V.T. of this Employment Plan.

XIII. EXEMPT POSITION HIRING PROCESS

A. Hiring Process. In order to document that all persons employed in Exempt Positions

possess the Minimum Qualifications for the Exempt Position in which they are being placed, the following process will apply to the hiring of all individuals in Exempt Positions:

1. Creation of Job Description. The Bureau Chief of BHR shall create a current and accurate Job Description containing Minimum Qualifications for each Exempt Position as described in Section V.B.2., and BHR shall post all Exempt Job Descriptions on the County's website.

2. Entry of Job Description on ATAS. The County shall enter the Exempt Job Descriptions on ATAS, and the Content Librarian shall create a Notice of Job Opportunity for all Exempt Positions on ATAS as described in Sections V.D.2. and 3. and as approved by the Bureau Chief of BHR; entry on ATAS of the Exempt Position does not require public posting.

3. Submission and Screening of Application. The individual selected to fill the Exempt Position shall complete an employment application on ATAS. The Bureau Chief of BHR shall review the application and confirm that the individual possesses the Minimum Qualifications and, if applicable, any licenses or certifications required for the Exempt Position. If the individual does not possess the Minimum Qualifications or any applicable required license of certification, they shall not be placed in the Exempt Position.

Certification. After screening pursuant to Section XII.A.3., the Bureau Chief of BHR shall certify in writing that any individual selected to fill an Exempt Position meets the Minimum Qualifications and, if applicable, possesses any licenses or certifications required for the Exempt Position. Such certification shall be completed within five (5) business days of an individual becoming a County employee in an Exempt Position and a copy of such certification shall be provided to the Compliance Officer and the OIIG.

4. Confirmation of Exempt Position. Prior to the hiring of an Exempt Applicant, the Bureau Chief of BHR shall obtain written confirmation from the Compliance Officer that the Position Identification Number and the Position Title for the Exempt Position are contained on the Exempt List.

B. No Other Specific Selection Process Required. Except as specifically provided in this Section XII., the President and BHR are not required to follow any other selection process in filling an Exempt Position and may consider any factor in making their and its decision, so long as it is not an illegal factor.

C. Changes to Exempt List. The President may from time to time change the Exempt List by adding Exempt Positions, deleting Exempt Positions, or amending the titles of Exempt Positions contained on the Exempt List. Such changes will be made as follows:

1. Request to Change by President. The President (or designee) shall send written notice of any proposed change to the Exempt List, along with supporting documentation, including but not limited to (a) the identity, Job Code and Position Identification Number of the Exempt Position (including a copy of the current Job Description) and (b) a description of the basis on which the change is proposed to OIIG and the Compliance Officer. The OIIG shall provide a written approval or objection to the proposed change within 10 days of receipt. If the OIIG provides an objection to the change, the President (or designee) and OIIG will then meet to discuss the matter. If the OIIG does

not rescind their objection following such discussion, the proposed change will not be implemented unless otherwise approved by a court of competent jurisdiction.

2. Request to Change by OIIG. The OIIG shall send written notice of any proposed change to the Exempt List due to the position description not meeting proper Exempt designation or if the person in the position is not consistently performing the duties of the Exempt Position in a meaningful manner as provided in the Exempt Position description. The OIIG shall include in their request supporting documentation, which shall include but not be limited to (a) the identity, Job Code and Position Identification Number of the Exempt Position (including a copy of the current Job Description) and (b) a description of the basis on which the change is proposed to the President and the Compliance Officer. The President (or designee) shall review the request by the OIIG and shall provide a written approval or objection to the proposed change within 10 days of receipt. If the President or the President's designee objects to the change, the parties shall meet to discuss the objection and the President shall be permitted to seek modifications to the Exempt Job Description pursuant to Section V.B.2. and Section XII.C. and/or ensure that the person in the Exempt Position is performing the duties as provided in the Exempt Job Description. If the President does not rescind their objection following such discussion, the proposed change by the OIIG will not be implemented unless the OIIG files an action in a court of competent jurisdiction challenging the exempt status of the Position. The County bears the burden of demonstrating that party affiliation is an appropriate requirement for the effective performance of the Position. Both the OIIG's proposal and the President's objection shall be publicly posted on the Bureau of Human Resources' website.

D. Posting of Exempt List. The Bureau Chief of BHR (or designee) will post the then-current Exempt List on the BHR section of the County website. The postings will include: (i) the name of the Department to which the Exempt Position is assigned; (ii) the job title and Position Identification Number; (iii) the name of the incumbent; and (iv) the grade level. A copy of the County's then current year's Annual Appropriation Ordinance will also be posted on the County website. The County will repost and update the Exempt List within 10 days of the occurrence of any applicable change made pursuant to this Section XII.C. In the event an incumbent is selected to fill a different Exempt Position, the County will repost and update the Exempt List within 60 days of the hire.

E. Removal. A County employee holding an Exempt Position or who was hired in an Exempt Position pursuant to Section XII. but whose position is no longer on the Exempt List pursuant Section XII.C. may be terminated or subject to any action covered by this Plan for any reason or without reason, so long as it is not an illegal reason.

F. Maintenance of Exempt Position Status. Any County employee who is appointed to an Exempt Position shall continue to be considered exempt, if the Exempt Position is removed from the Exempt List or if subsequently placed into a Non-Exempt Position outside the General Hiring Process.

XIV. FORENSIC PATHOLOGY FELLOWS HIRING PROCESS

Cook County will adhere to the following hiring processes for Forensic Pathology Fellows:

A. Notice of Job Opportunity. The Notice of Job Opportunity for the Forensic

Pathology Fellow position will be prepared in accordance with Section V.D. The contents will also include information identifying the County as a National Resident Matching Program participant, instructions for how Applicants should register and the range of dates for when applicant ranking shall occur.

B. Actively Recruited. The Actively Recruited Position Hiring Process outlined in Section VIII. of this Employment Plan, with the exception of the selection process in Section VIII.N.3., shall be used to hire Forensic Pathology Fellows.

Final Ranked Candidate List. Following the Department Head's review of the Interview Panel notes, Interviewer Evaluation Forms, Interview Panel Ranking Form and Interview File, as well as any second interview Interviewer Evaluation Forms and Interview Ranking Form, the Department Head shall create a Final Ranked Candidate List. The Department Head may choose to reject some or all the Interview Panel's recommendations in creating the Final Ranked Candidate List. If the Department Head chooses to reject any of the Interview Panel's recommendations, they must explain that determination on the Deviation Form and provide it to the Bureau Chief of BHR (or designee) with the completed Interview File. After creating the Final Ranked Candidate List, the Department Head will add all the names of Candidates on the Final Ranked Candidate List, as required by the National Resident Matching Program, to create and certify the Rank Order List. The Department Head may elect to not use the Final Ranked Candidate List if the Final Ranked Candidate List is more than six months old and may request BHR to repost the Position or if the Final Ranked Candidate List is less than six months old, the Department Head may request that the position be reposted following consultation and approval by BHR; any decision to repost a position when the Final Ranked Candidate List is less than six months old will be provided to the OIIG and the Compliance Officer by BHR.

C. Final Selection. The National Resident Matching Program will apply a matching algorithm to select the successful Candidate for the Forensic Pathology Fellow position. The successful Candidate will be extended an offer of employment, is subject to post-offer license and certification verification and post-offer testing as required in Sections VIII. P.-S.

D. Remaining Vacancies. If Cook County does not fill all vacancies with a Candidate after the matching algorithm is applied, Cook County may elect to participate in the National Resident Matching Program's Supplemental Offer and Acceptance Program. The Supplemental Offer and Acceptance Program is a vehicle through which qualified and eligible unmatched individuals are offered positions that were not filled when the matching algorithm was initially processed. Cook County shall allow the filling of any position that becomes vacant or is not filled utilizing the National Resident Matching Program or the Supplemental Offer and Acceptance Program through Hiring Fairs pursuant to Section XIV.N.-V and the Actively Recruited Position Hiring Process pursuant to Section VIII.

XV. HIRING FAIR PROCESS

The procedures outlined within this section will be utilized by departments subject to the Employment Plan to hire individuals through the Hiring Fair process. All positions governed by this Employment Plan may use the Hiring Fair process at the request of a Department Head, including the Public Defender.

A. No Political Reasons or Factors. No Employment Action relating to the use of the Hiring Fair process may be based on any Political Reasons or Factors.

B. Requests to Hire. All hiring by means of a Hiring Fair will be initiated by submission of an RTH in accordance with Section V.B.

C. Preparation of Notice of Job Opportunity. The Notice of Job Opportunity will be prepared in accordance with Section V.D. In addition, the Notice of Job Opportunity will include a statement that OUP will seek to fill the Position by means of the Hiring Fair process. The Notice of Job Opportunity, advertisements and correspondence directed to the Applicants will clearly indicate that Applicants will be offered interviews at the Hiring Fair or within 24 hours thereafter and that contingent offers may be extended to qualified Applicants immediately following the individual interviews or through the end of the next business day after the interview, for positions with multiple vacancies, until the current available vacancies have been exhausted. Contingent offers may be extended to qualified Applicants immediately following the individual interviews or through the end of the next business day after the interview for positions with a single vacancy as well. All remaining eligible candidates on the Preliminary Eligibility and Interview Lists may receive a contingent offer for up to 12 months following the Hiring Fair. At a later date, information regarding the date, time and location of the Hiring Fair will be provided via email to the address provided on the application. The Bureau Chief of BHR (or designee) may permit any position containing the language in this Section XIV.C. to be filled using the Hiring Fair Process or the General Hiring Process in compliance with Section V.

D. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted in compliance with Section V.E., in advance of the Hiring Fair, and shall be posted for a minimum of seven (7) calendar days, unless otherwise required under a CBA. The Notice of Job Opportunity shall remain active until 11:59 p.m. on the date set for the Hiring Fair.

E. Submission of Applications. All applications must be submitted through ATAS. An Applicant attending a Hiring Fair, however, may submit a paper copy of his or her resume at the Hiring Fair provided that an Applicant selected for an interview at the Hiring Fair must submit his or her application through ATAS by the close of the posting period for the applicable Position. An Applicant will be ineligible to receive an offer until the application is submitted through ATAS. Any individual who does not complete a timely online application for the Position through ATAS will not be considered eligible for the Position, and his or her name will be removed from the Consolidated Ranked List, if applicable.

F. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose answers indicate they do not have all the Minimum Qualifications will not be considered eligible for the Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Position. Applicants who submit their applications via ATAS following a Hiring Fair interview may answer the Disqualifying Questions and any Prescreening Questions at the time of the interview and later on ATAS.

G. Applicant Preferences. Following the initial closing of a posting (e.g., after at least the initial seven-day period), applicants who qualify for a requested preference and meet the

Minimum Qualifications shall be screened and interviewed in accordance with Section V. and the provisions of any applicable CBA.H. Creation of Preliminary Eligibility List. A minimum of five (5) business days prior to the date of the Hiring Fair, BHR will create a Preliminary Eligibility List for the posted Position containing the names of all Applicants who completed the application process on ATAS and whose responses indicate they possess all Minimum Qualifications for the Position.

I. Appointment of an Application Review Panel. For Actively Recruited and Assistant Public Defender positions, the Department Head shall appoint an Application Review Panel consisting of the Department Head (or designee) and at least two other Supervisors who have received interviewer training pursuant to Section IV.G. Supervisors may come from outside the Hiring Department.

J. Creation and Validation of Interview List.

1. Creation of Interview List – General Hiring. For positions subject to the General Hiring Process, creation of the Interview List will occur pursuant to Section V.J.

2. Creation of Interview List – Actively Recruited and Assistant Public Defender. For Actively Recruited and Assistant Public Defender positions, BHR will send the Department Head a copy of the Job Description, the Preliminary Eligibility List and, for all Applicants whose names appear on the Preliminary Eligibility List, a copy of the applications and any documents any Applicant attached to their application. Upon receipt of these documents, the Application Review Panel will be required to disclose whether they know the Candidates for the position in accordance with Section V.N.2.b. The Application Review Panel will schedule an Application Review meeting and provide at least 48 hour advance notice to the Compliance Officer and BHR of this meeting. The Application Review Panel will review the applications and resumes of all Applicants listed on the Preliminary Eligibility List and select Applicants to put on the Interview List based on the extent to which each Applicant appears to have the work-related experience, education, knowledge, skills and abilities needed for the posted Position. The Application Review Panel will place the names of those Applicants on the Interview List and will send the Interview List to BHR for validation. BHR will provide the Compliance Officer with a copy of the Interview List. Any Applicant that is not placed on the Interview List and meets the Minimum Qualifications for the Position(s) will not be disqualified after the Application Review meeting but will be eligible for consideration should the Applicant attend the Hiring Fair.

3. Validation of Interview List. BHR will validate the applications of all Applicants listed on the Interview List pursuant to Section V.J. The name of any Applicant deemed ineligible pursuant to Section V.J. will be removed from the Interview List by BHR before sending the validated Interview List to the Department Head and Compliance Officer. All Applicants on the validated Interview List will be scheduled for an Interview in advance of or on the date of the Hiring Fair.

4. An Attendee who is not on the Preliminary Eligibility List or Interview List but who is present for the Hiring Fair may submit an application or resume for review or re-review at the Hiring Fair and, if it is determined that the Attendee meets the Minimum Qualifications for the subject Position(s), the Attendee may be interviewed in the manner set forth in this Section XIII. In accordance with Section V.N.2.b., all interview panel

members will be required to disclose whether they know the Candidates for the Position before the interview.

K. Interview Preparation. Interview preparation will be done as follows:

Appointment of an Interview Panel. The Department Head will select one or more interview panels for the Hiring Fair, each consisting of approved trained Supervisors with knowledge of the requirements for the Position who have been certified as trained pursuant to Section IV.G. At least one member of each interview panel will have first-hand knowledge of the job duties and Minimum Qualifications of each posted Position. The Supervisor may come from outside the Hiring Department. The Department Head may choose the same panelists for an interview panel as they chose for the Application Review Panel. Not later than forty-eight (48) hours before the scheduled interviews, the Department Head will send a list of the names of the two or more Supervisors who will make up the interview panel(s) to the Bureau Chief of BHR or his or her designee and the Compliance Officer. The number of Interview Panels shall be determined prior to the Hiring Fair by the Department Head and BHR based upon the projected number of Attendees, the number of vacancies within the Position, and staffing availability for the Hiring Fair. Additional qualified panels may be added on the day of the Hiring Fair with documented Bureau Chief of BHR (or designee) approval, if necessary, to accommodate the volume of Applicants in a timely manner. Standby panels comprised of trained/eligible Supervisors will be identified in advance. In accordance with Section V.N.2.b., all interview panel members will be required to disclose whether they know the Candidates for the Position.

1. Interview Scheduling. The Department Head, or his or her designee, will schedule interviews of all Candidates listed on the validated Interview List and provide the schedule to the Bureau Chief of BHR or his or her designee and the Compliance Officer at least 48 hours prior to the start of the Hiring Fair.

2. Interview Questions. The Department Head will prepare a list of a minimum of 5 interview questions relating to the open Position. The Department Head will assign weighted values to the draft questions so that the total weighted value of all questions equals 100. All questions will be considered and treated as confidential, and they may not be disclosed to anyone other than the Bureau Chief of BHR or his or her designee, the Compliance Officer and members of the Interview Panel(s) prior to the conclusion of all interviews for the Position. The Department Head will send the interview questions to the Bureau Chief of BHR or his or her designee, who will review and amend or approve the questions. The questions will be designed to establish, at a minimum, a Candidate's: (a) willingness and ability to do the job; (b) availability for work hours and willingness to work at the location(s) where the job is located; (c) prior job performance; (d) knowledge and understanding of the Position; (e) experience; (f) relative qualifications for the Position as compared with other Candidates; and (g) overall suitability. The questions asked will not violate any employment/labor laws or regulations, including those laws or regulations pertaining to employment discrimination. The questions must be based on the specific job duties of the Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular Position may be used for subsequent vacancies for that Position, provided appropriate precautions are taken to prevent advance dissemination of questions and answers to Candidates and provided the questions remain related to the duties of the Position. Follow- up questions by

the panel members are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Position.

L. Registration at Hiring Fair. Attendees at a Hiring Fair shall be permitted to register for an interview at the Hiring Fair and will be accounted for in the following manner:

1. Candidates who were scheduled for an interview in advance of the Hiring Fair must be registered via ATAS.

2. Attendees who register for an interview during the course of a Hiring Fair must complete a check-in process with the employees staffing the Hiring Fair and BHR must maintain the check-in list with the Interview File. Applicants who are selected for an interview at the Hiring Fair must register via ATAS by the close of the posting period for the applicable Position (i.e., 11:59 p.m. on the night of the Hiring Fair). Attendees who register at the Hiring Fair will be provided with documentation that describes the next steps in the process, including their obligation to register on ATAS should they be selected for an interview.

M. Hiring Fair Informational Resources. The Hiring Department and BHR will assign staff and leadership to attend the Hiring Fair to provide Attendees with information concerning OUP, the Department, and the Position(s). Assigned staff and leadership may schedule question and answer sessions during the Hiring Fair to address questions concerning OUP, the Department, and the Position(s).

N. Hiring Fair Interviews. The following will apply to the interview of Candidates and Attendees during the Hiring Fair:

1. Notification. At least 48 hours prior to the date of the Hiring Fair, the Compliance Officer and the OIIG, will be notified in writing of the date, time and place of each scheduled interview, excluding positions filled pursuant to Section XIII E. The Compliance Officer and the OIIG may be present to monitor any interview.

2. Conducting the Interview. The interview panel(s) will interview each Candidate on the Interview List in accordance with Section V.N.2. at their prescheduled time.

3. Overflow Interviews. Overflow interviews will be scheduled to take place within the week after the Hiring Fair.

4. Hiring Fair Registrants/Attendees. Attendees may bring their resumes to the Hiring Fair and register for consideration at that time. In such situations:

a. Each Attendee must check in with a BHR employee and be listed on the check-in log maintained by BHR;

b. Assigned staff (at least two qualified BHR employees) shall review any resumes submitted by an Attendee at the Hiring Fair and, for those Attendees who appear to meet the Minimum Qualifications, the qualified staff may either conduct interviews with those Attendees at that time or assign the Attendee to an Interview Panel. When

Applicants do not have the required documents to show, they will be required to verbally verify that they possess them and will be advised that they must provide requisite documents within five (5) days of being extended an offer pursuant to Section V.R.

c. Each Interview Panel shall conduct a brief interview of the Attendee, asking only the BHR-approved interview questions and relevant follow-up questions.

d. At the conclusion of the interview, the Attendee will be instructed that in order to be further considered for the Position, the Attendee must enter an application into ATAS for the Position by the close of the posting period.

5. Interviewer Evaluation Form. Each interviewer will independently and personally complete and sign an Interviewer Evaluation Form immediately following each interview in accordance with Section V.N.3.

6. Pre-Selection Process. Each Candidate or Attendee will be notified by the Interview Panel that he or she is being considered for the Position and BHR will contact the Candidate or Attendee within the next five to ten business days following the Hiring Fair. The Candidate or Attendee will also be informed that to be considered further for the Position, any Attendee who had not yet submitted an application into ATAS must do so before the close of the posting period (i.e., 11:59 p.m. on the date of the Hiring Fair).

O. Selection Procedure. Following completion of each interview, each interview panel will select Candidates and/or Attendees for employment in accordance with the following:

1. Interview Panel Meeting. After each interview or after all interviews have been conducted, each interview panel will conduct a meeting at which all interviewers are present (in person, by telephone or by video conferencing) and at which each interviewer has an opportunity to freely and without fear of retaliation express his or her opinion regarding the Candidates and Attendees who interviewed for a Position. Should the interviewers not be able to complete the Interview Panel Meeting at the conclusion of the interview, for positions with multiple vacancies, or after all interviews, for positions with a single vacancy, the Interview Panel may request additional time in writing from the Compliance Officer. The Compliance Officer will respond to any such request in writing. The interview panel will discuss the Candidates and Attendees interviewed and identify those they would recommend for hire. The Bureau Chief of BHR (or designee) will be available to the Interview Panel to provide advice and expertise. The Interview Panel will select a member to take notes at the interview panel meeting. The notes will indicate the objective basis or bases on which any person was recommended for hire. The notes will be included in the Interview File. The Bureau Chief of BHR (or designee), the Compliance Officer and the OIIG may also attend interview panel meetings.

2. Final Selection. After the interview panel meeting, for Actively Recruited and Assistant Public Defender positions, the interview panel notes, Interview Evaluation Forms, and Interview File will be delivered to the Department Head (or designee). After the interview panel meeting, for General Hiring Process positions, the interview panel's recommendation will be delivered to the Department Head. For all position types, the

Department Head will review the interview panel's recommendations and other documents provided, if applicable, and make a final decision. The Department Head (or designee) will communicate the decision to the Bureau Chief of BHR (or designee) and the Bureau Chief of BHR (or designee) will extend a contingent offer to the Candidate. Once current available vacancies are exhausted, all Candidates for a requisition are placed on a Consolidated Ranked List by order of highest to lowest average interview score with time of the interview as the tiebreaker. Individuals on the Consolidated Ranked List may be hired within 12 months of the date of the Hiring Fair for the Hiring Fair position. The Department Head (or designee) may choose to reject any or all persons interviewed.

P. Decision. Following the Department Head's (or designee) review of the interview panel's recommendations and other documents provided, if applicable, the Department Head (or designee) will prepare the Decision to Hire form along with the Requisition Form in accordance with Section V.P.6. If the Department Head chooses to reject any of the selected or ranked candidates, he or she must explain that determination on the Deviation Form and provide it to the Bureau Chief of BHR (or designee) with the completed Interview File.

Q. Final Screening. BHR will conduct a final screening of the person(s) selected for each open Position in accordance with Section V.Q. If during the final screening BHR determines that a Candidate is ineligible for the position, the contingent offer will be rescinded.

R. Offers of Employment. BHR will extend contingent employment offers in accordance with Section V.R.

S. Post-Offer Testing. Post-Offer Testing will be conducted following acceptance of an offer of employment and preferably prior to the commencement of employment in accordance with Section V.T.

T. Post-Offer License and Certification Verification. The Bureau Chief of BHR (or designee) will conduct post-offer license and certification verification in accordance with Section V.S.

U. Monitoring. The Compliance Officer and OIIG may monitor any part of Section XIII. Accordingly:

1. BHR will provide the Compliance Officer and OIIG at least ten (10) days advance notice of the date, time, and location of a Hiring Fair, along with a list of all eligible vacancies (by position identification number and requisition number);

2. At least forty-eight hours prior to the start of a Hiring Fair, the Department Head or designee or BHR will provide to the Compliance Officer and OIIG a list of Candidates who have been scheduled in advance for interviews during the Hiring Fair; and

3. Within seventy-two hours of BHR's review, BHR will provide the Compliance Officer with all BHR-approved Decisions to Hire. When sending correspondence to the Compliance Officer concerning Decisions to Hire under this Hiring Fair procedure, BHR will indicate that the Decision to Hire was made pursuant to the Hiring

Fair process and, if applicable, whether a selected Candidate or Attendee is a current or former employee.

XVI. ASSISTANT MEDICAL EXAMINER HIRING PROCESS

The Cook County's Medical Examiner's Office ("MEO") is integral to the critical public health and law enforcement functions for Cook County. To assist with this critical need of hiring for the MEO, Cook County may utilize the following procedure for hiring individuals to fill Assistant Medical Examiner Positions.

A. No Political Reasons or Factors. The position of Assistant Medical Examiner is to assist the Cook County Medical Examiner perform the duties established by Section 38-113 of the Cook County Code of Ordinances. Therefore, no Employment Action covering the Position of Assistant Medical Examiner may be based on any Political Reasons or Factors.

B. Applicability of Specific Portions of the General Hiring Process. All provisions of Section V. shall apply to the recruiting, screening, interviewing and hiring of Assistant Medical Examiners except as specifically provided in this Section XV.

C. Submission of RTH. The Medical Examiner must submit an RTH to the Bureau Chief of BHR (or designee). The RTH must be signed by the Medical Examiner. The Medical Examiner must receive written approval to fill the Position from the Budget Director and Bureau Chief of BHR or their designees. The Bureau Chief of BHR or the designee shall provide a copy of the RTH to the Compliance Officer, pursuant to Section V.B.1.

D. Identification and Selection of Candidate. The Medical Examiner shall send a written notification with the RTH to the Bureau Chief of BHR (or designee). The Bureau Chief of BHR (or designee) shall submit a copy of the written notification with the RTH to the Compliance Officer. Such notification shall include: (1) the name of the individual they have selected to perform services as the Assistant Medical Examiner; (2) a description of the basis on which the Medical Examiner has selected the individual (e.g., past knowledge of their employment history, past working relationship, etc.); (3) copies of any licenses or certification required; and (4) a NPCC signed by the Medical Examiner.

E. Hiring Process. The following hiring process will apply for Assistant Medical Examiner Positions.

1. Job Description. The Bureau Chief of BHR (or designee) and the Medical Examiner shall create a current and accurate Job Description for each Assistant Medical Examiner Position as described in Section V.B.2. Each such Job Description shall be approved by the Bureau Chief of BHR. A copy of the Job Description shall be provided to the Compliance Officer.

2. Entry of Job Description on ATAS. The County shall enter the Assistant Medical Examiner Job Description on ATAS and the Content Librarian shall create a Notice of Job Opportunity for all Assistant Medical Examiner Positions on ATAS as described in Sections V.D.2. and 3.; entry on ATAS of the Position does not require public posting.

3. No Posting Required. Assistant Medical Examiner Positions are exempt from any posting requirements in this Employment Plan.

4. Submission, Screening and Verification of Application. The individual selected by the Medical Examiner to fill the Assistant Medical Examiner Position shall complete an employment application on ATAS. The Bureau Chief of BHR (or designee) shall validate the application as described in Sections V.J. and V.S., and verify that the individual selected by the Medical Examiner: (a) possesses the Minimum Qualifications and, if applicable, Preferred Qualifications of the Assistant Medical Examiner Position; (b) has provided any licenses and certifications required; and (c) if they were or are an employee of the County, they were not terminated for cause by any County employer during the previous five (5) years. If the Bureau Chief of BHR (or designee) concludes that the selected individual does not meet any one of the three (3) criteria, the Bureau Chief of BHR shall advise the Medical Examiner that the selected individual is not eligible for the Assistant Medical Examiner Position, and they will not be offered employment as an Assistant Medical Examiner. If the Bureau Chief of BHR (or designee) determines that the individual selected by the Medical Examiner is eligible, they shall record such determination on ATAS or in the employment file, execute a NPCC and submit a copy of all information and the determination to the Compliance Officer.

F. Hiring. Upon completion of the verification and testing described in Section XV.E., BHR will take steps to complete the hiring process and send written notice (including a copy of all the required documents) to the Compliance Officer.

XVII. PUBLIC DEFENDER HIRING PROCESS

The Public Defender shall use the following procedure for hiring individuals to fill positions at the Public Defender's Office. The President will maintain jurisdiction over this section of the Employment Plan and related Incident Reports.

A. Public Defender Direct Appointments. All Positions in the Public Defender's Office are subject to this Employment Plan, including the General Hiring Process (as described in Section V.) unless otherwise covered by this Section XVII., Section VIII., or Section X.

Positions in the Public Defender's Office listed on the Public Defender Direct Appointment Positions will be filled through the following Direct Appointment Process:

1. Applicability of Specific Portions of the General Hiring Process. All provisions of Section V. shall apply to the recruiting, screening, interviewing and hiring of Public Defender Direct Appointments except as specifically provided in this Section VII.

2. No Political Reasons or Factors. The purpose of the Public Defender's Office is to provide high quality representation for eligible persons and to improve the quality of defense services generally. Therefore, no Employment Action covering a Position in the Public Defender's Office may be based on any Political Reasons or Factors.

3. Positions Eligible for Public Defender Direct Appointment. Public Defender Direct Appointment Positions are (1) not covered by collective bargaining agreements; (2) are not career service positions; (3) are at-will; (4) are Deputy level or higher; and (5) are not Exempt. All persons selected for Public Defender Direct Appointment Positions must

possess the Minimum Qualifications for the Public Defender Direct Appointment Position in which they are being placed. All current Public Defender Direct Appointment Positions are listed on Exhibit I, which may be changed only pursuant to Section XV.

4. No Posting Required. Public Defender Direct Appointment Positions are exempt from any posting requirements in this Employment Plan.

5. Submission of RTH and Job Description. The Public Defender must submit a completed RTH and Job Description for the Public Defender Direct Appointment Position prepared in accordance with Section IV.I. and pursuant to Section V.B.1. and 2. to the Bureau Chief of BHR (or designee). The RTH must be signed by the Public Defender (or designee). The Public Defender must receive written verification from the Budget Director and Bureau Chief of BHR or their designees that the Position is funded and vacant. The Bureau Chief of BHR (or designee) shall provide a copy of the RTH to the Compliance Officer, pursuant to Section V.B.3.

6. Identification and Selection of Candidate. The Public Defender shall send a written notification with the RTH and Job Description to the Bureau Chief of BHR (or designee). Such notification shall include the name and contact information of the Candidate they have selected to fill the Public Defender Direct Appointment Position and a NPCC signed by the Public Defender. The Bureau Chief of BHR (or designee) shall submit a copy of the written notification with the RTH and Job Description to the Compliance Officer.

7. Pre-Employment Screening of Candidates. Candidates selected by the Public Defender to fill Public Defender Direct Appointment Positions will be subject to pre-employment screening as follows:

a. Job Description. Job Descriptions for all Public Defender Direct Appointment Positions shall be prepared in accordance with Section IV.I. Any revision of a Public Defender Direct Appointment Position Job Description shall be done pursuant to Section V.B.2. Each such Job Description shall meet the definition of Public Defender Direct Appointment Position contained in this Employment Plan. A copy of such Job Description shall be provided to the Compliance Officer by the Bureau Chief of BHR.

b. Entry of Job Description on ATAS. The County shall enter all Public Defender Direct Appointment Position Job Descriptions on ATAS, and the Content Librarian shall work with a representative of the Public Defender's Office to create a Notice of Job Opportunity for all Public Defender Direct Appointment Positions on ATAS as described in Sections V.D.2. and 3. Such entry does not require public posting.

c. Submission, Screening and Verification of Application. The Candidate selected by the Public Defender to fill the Public Defender Direct Appointment Position shall complete an application on ATAS and submit it to the Bureau Chief of BHR (or designee) along with any licenses or certifications required pursuant to the Job Description. Any application in paper format must contain all information requested and required on an ATAS application. The Bureau Chief of BHR (or designee) shall validate the application and verify that the Candidate selected by the Public Defender (a) possesses the Minimum Qualifications of the Public Defender Direct Appointment Position; (b) has provided any licenses and certifications required; and (c) if they were or are an employee

of the County, they were not terminated for cause by any County employer during the previous five years. If the Bureau Chief of BHR (or designee) concludes that the selected Candidate does not meet any one of the three criteria, the Bureau Chief of BHR shall advise the Public Defender that the selected Candidate is not eligible for the Public Defender Direct Appointment Position, and they will not be offered employment. If the Bureau Chief of BHR (or designee) determines that the Candidate selected by the Public Defender meets all three criteria and is eligible, they shall record such determination on ATAS or in the employment file, execute a NPCC and submit a copy of all information and the determination to the Compliance Officer.

8. Hiring. Upon verification of eligibility, BHR will take steps to complete the hiring process and send written notice (including a copy of all the required documents) to the Compliance Officer.

9. NPCC. Individuals hired under this provision must sign a NPCC and those persons participating in the hiring must also sign a NPCC certifying that no Political Reasons or Factors were considered in the hire.

10. Changes to the Public Defender Direct Appointment Position List. The Public Defender may from time to time change the list of Public Defender Direct Appointment Positions by adding Public Defender Direct Appointment Positions, deleting Public Defender Direct Appointment Positions, or amending the titles of Public Defender Direct Appointment Positions contained on the Public Defender Direct Appointment Position List. Such changes will be made as follows:

a. Request to Change. The Public Defender (or designee) shall send written notice of any proposed change to the Public Defender Direct Appointment Position List, along with supporting documentation, including but not limited to (i) the identity, Job Code and Position Identification Number of the Public Defender Direct Appointment Position (including a copy of the current Job Description) and (ii) a description of the basis on which the change is proposed, to the OIIG and Compliance Officer. The OIIG shall provide a written approval or objection to the proposed change within 10 days of receipt. If the OIIG provides an objection to the change, the Public Defender (or designee) and OIIG will then meet to discuss the matter. If the OIIG does not rescind their objection following such discussion, the proposed change will not be implemented unless otherwise approved by a court of competent jurisdiction.

11. Removal of an Employee Holding a Public Defender Direct Appointment Position**.** A County employee holding a Public Defender Direct Appointment Position may be terminated or subject to any action covered by this Plan for any reason or without reason, so long as it is not an illegal reason.

12. Maintenance of Public Defender Direct Appointment Position Status. Any County employee who is appointed to a Public Defender Direct Appointment Position shall continue to be considered at-will and their status shall not change unless they apply for and are hired into a Non-Exempt Position through the General Hiring Process.

B. Assistant Public Defenders.

The County and Public Defender may use the following procedure for hiring individuals to fill Assistant Public Defender and Pre-licensed Assistant Public Defender positions. If the Public Defender elects not to follow these procedures, the County and Public Defender shall follow the procedures in Section V.

1. No Political Reasons or Factors. No Employment Action covering an Assistant Public Defender Position may be based on any Political Reasons or Factors.

2. Recruiting Consultant. The Bureau Chief of BHR may retain a Recruiting Consultant pursuant to the County's Procurement Code for purposes of recruiting Applicants and Candidates for Assistant Public Defender Positions in accordance with Section V.A.4.a.-c.

3. Permitted Sourcing. The Sourcing process may be used for Assistant Public Defender positions in accordance with the procedures outlined in Section V.A.2.

4. Requests to Hire. All hiring for Assistant Public Defender Positions will be initiated by submission of a RTH in accordance with Section V.B.

5. Preparation of Notice of Job Opportunity. The Content Librarian will prepare the Notice of Job Opportunity in accordance with Section V.D.

6. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted in compliance with Section V.E.

7. Submission of Applications. All applications must be submitted to BHR through ATAS. Any individual who does not complete the online application for the Assistant Public Defender Position through ATAS will not be considered eligible for the Assistant Public Defender, and their name will not be included on the Preliminary Eligibility List.

8. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose answers indicate they do not have all the Minimum Qualifications will not be considered eligible for the Assistant Public Defender Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Assistant Public Defender Position.

9. Creation of Preliminary Eligibility List. After the final posting closing date, BHR will create a Preliminary Eligibility List for each Assistant Public Defender Position posted containing the names of all Applicants who complete the application process on ATAS and whose responses indicate they possess all Minimum Qualifications for the Assistant Public Defender Position. BHR will validate the information contained on the online applications and resumes in accordance with Section V.J. All Applicants on the Preliminary Eligibility List shall be vetted and the population of Applicants on the Preliminary Eligibility List will not be reduced through any random selection of a small number of Applicants. The Preliminary and Validated Eligibility Lists shall be valid and may be used for the purpose of filling vacancies for the posted Assistant Public Defender Position for a period of 12 months from the date created. If the Hiring Department requests to repost the Position during the period that the list is valid, it must provide the justification to repost. The Bureau Chief of BHR or designee will review and approve or deny such

requests. The Compliance Officer will be notified of such requests to repost a Position in ATAS.

10. Appointment of an Application Review Panel. The Public Defender (or designee) shall appoint an Application Review Panel consisting of the Public Defender (or designee) and at least two other Supervisors who have received interview training pursuant to Section IV.G. Supervisors may come from outside the Hiring Department.

11. Creation of Interview List. Upon receipt of the Validated Eligibility List and Job Description from BHR, the Application Review Panel shall review the applications and resumes of all Candidates listed on the Validated Eligibility List and select at least three (3) Candidates per vacancy to put on the Interview List based on the extent to which each Candidate meets the stated Preferred Qualifications, if any, and has the work-related experience, education, knowledge, skills and abilities needed for the Assistant Public Defender Position. If fewer than three Candidates are on the Validated Eligibility List, the Application Review Panel may request BHR to either repost the Assistant Public Defender Position or the Application Review Panel may place the Candidate(s) on the Interview List. The Compliance Officer will be notified at least 48-hours in advance of the Application Review Panel's review of applications and selection of Candidates for the Interview List.

12. Interview Preparation.

a. Appointment of an Interview Panel. The Public Defender (or designee) shall appoint an Interview Panel consisting of the Public Defender (or designee) and at least two Supervisors who have received interview training pursuant to Section IV.G. The Supervisors may come from outside the Hiring Department. The Public Defender (or designee) may choose the same panelists for the Interview Panel as were chosen for the Application Review Panel.

b. Interview Scheduling. If members of the interview panel disclose that they know a Candidate during the Pre-Interview Meeting in accordance with Section VII. M. 12. b. 2., the Public Defender (or designee) will schedule interviews of all Candidates listed on the Interview List after the Bureau Chief of BHR (or designee) or Compliance Officer makes a determination about whether members of the interview panel have Conflicts of Interest and must provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours in advance of the date of the first interview. If interview panel members affirm, they have no knowledge of any Candidates during the Pre-Interview Meeting, the Public Defender (or designee) will schedule interviews and provide the schedule to the Bureau Chief of BHR (or designee) and the Compliance Officer at least 48 hours in advance of the date of the first interview.

c. Interview Questions. All interview questions created and utilized by the Hiring Department shall be considered and treated as confidential. The questions must be based on the specific job duties of the Assistant Public Defender Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The Public Defender of Cook County will not be required to submit the interview questions to the Bureau Chief of BHR for review and approval but will provide written notice of the interview questions to the Compliance Officer at least five (5) business days in advance of conducting

interviews for a posting. The interview questions developed for a particular Assistant Public Defender Position may be used for subsequent vacancies for that Assistant Public Defender Position, provided appropriate precautions are taken to prevent advance dissemination of answers and provided the questions remain related to the duties of the Assistant Public Defender Position.

13. Interview of Candidates. The following will apply to the interview of Candidates:

a. Notification. At least 48 hours prior to the date of every interview the Compliance Officer will be notified in writing. The notification shall be provided in the form of an electronic calendar invite and at a minimum consist of the following information: name of the Candidate to be interviewed; date of the interview; time of the interview; place of the interview; and phone numbers or other electronic links to join the interview. The Compliance Officer may be present to monitor any interview.

b. Conducting the Interview. The Interview Panel shall interview each Candidate on the Interview List in accordance with the following:

1. The Bureau Chief of BHR (or designee) will facilitate the conducting of interviews by informing the Interview Panel of the interview process, providing the Interview Panel with the Job Description and copies of the applications and resumes of all Candidates on the Interview List, requesting that any applicable forms be completed, and picking up completed forms after the interviews. The Bureau Chief of BHR (or designee) may be present while the interviews are being conducted. Absent a representative from BHR, it is the responsibility of the lead interview panel member (or designee), to collect and provide to BHR all documents and Interviewer Evaluation Forms by end of the next business day following an interview.

2. During the Pre-Interview Meeting, all panel members will be required to disclose whether they know the Candidates for the Position to the Bureau Chief of BHR (or designee) in writing regardless of whether the knowledge is/was professional, personal or both. Panel members will provide a brief description of the nature of their relationship, if any, the duration of the relationship, the ability to impartially evaluate interview responses and any other information requested by the Bureau Chief of BHR (or designee) that is relevant to evaluate whether a Conflict of Interest exists.

i. The Bureau Chief of BHR (or designee) or Compliance Officer will review the written disclosure to determine whether a Conflict of Interest exists. The Compliance Officer will ultimately decide whether a Conflict of Interest exists after reviewing the panel

member's written disclosure and considering the Bureau Chief of BHR's (or designee) recommendation in the following instances: a panel member declares an ability to impartially evaluate interview responses and the nature of the relationship is both professional and personal; exclusively personal; or exclusively professional, but other information is known to the Bureau Chief of BHR (or designee) which calls the panel member's ability to be impartial into question. If the Compliance Officer finds that a Conflict of Interest exists, the panel member will not participate in the interview or the selection process. The Public Defender (or designee) will appoint a substitute panel member to replace the panel member. The substitute panel member shall assume the panel member's duties (asking questions, completing the Interviewer Evaluation Form, etc.).

ii. If it is discovered that a panel member has or had a relationship with a Candidate during or after an interview, the Compliance Officer must be notified, and they will make the determination of whether a second interview panel must be convened.

3. All Candidates interviewed for the same Assistant Public Defender Position will be asked to respond to at least five of the same interview questions. Additional and follow-up questions by the panel members are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Assistant Public Defender Position. All responses provided by a Candidate, including responses to follow-up questions, are to be considered by Interviewers.

4. The interview shall include questions that establish, at a minimum, the Candidate's: (i) willingness and ability to do the job; (ii) availability for work hours and willingness to work at the location where the job is located; (iii) prior job performance; (iv) knowledge and understanding of the Assistant Public Defender Position; (v) experience; (vi) relative qualifications for the Assistant Public Defender Position as compared with other Candidates; and (vii) overall credibility. The questions asked will not violate any employment/labor laws or regulations, including those laws or regulations pertaining to employment discrimination. None of the above factors will be considered determinative or mandatory, and interviewers will determine what, if any, weight is to be given to each factor.

c. Interviewer Evaluation Form. Each interviewer will independently

and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview. The interviewer will rate each Candidate in each area contained on the Interviewer Evaluation Form in accordance with the scoring chart on the Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it. The interviewers will submit the completed Interviewer Evaluation Forms to the Bureau Chief of BHR or Designee.

14. Candidate Selection Procedure. Following completion of interviews with all Candidates, the interview panel shall select Candidates for employment in accordance with the following:

a. Interview Panel Meeting. Within ten business days following the last Candidate interview, the interviewers will conduct a meeting at which all of the interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express their opinion regarding the Candidates. The opinions must be based exclusively on Candidates' responses to interview questions and Candidates' application materials. The Interview Panel will discuss the Candidates interviewed and identify Candidates they recommend for hire and rank them on the Interview Panel Ranking Form. The Bureau Chief of BHR (or designee) will be available to the Interview Panel to provide advice and expertise. The Interview Panel will select a member to take notes at the Interview Panel meeting. The notes will indicate the objective basis or bases on which any Candidate was recommended for hire. The notes will be included in the Interview File. The Bureau Chief of BHR (or designee) and/or the Compliance Officer may also attend Interview Panel meetings.

b. Second Interview. After the Interview Panel meeting, the Public Defender (or designee) may conduct second interviews of any or all of the ranked Candidates on the Interview Panel Ranking Form. Prior to conducting any second interviews, the Public Defender (or designee) may appoint a Supervisor to participate in the second interviews. The Supervisor appointed for the second interviews and any other new interview panelists must submit a written disclosure concerning knowing the Candidates in accordance with Section VII. M. 12. b. 2. and participate in all second interviews with the Public Defender (or designee). The Public Defender (or designee) and Supervisor, if appointed, shall complete Interviewer Evaluation Forms for each Candidate given a second-round interview and an Interview Panel Ranking Form.

c. Final Ranked Candidate List and Final Selection. Following the Public Defender's (or designee's) review of the Interview Panel notes, Interviewer Evaluation Forms, Interview Panel Ranking Form and Interview File, as well as any second interview Evaluation Forms and Interview Ranking Form, the Public Defender (or designee) shall create a Final Ranked Candidate List and select the successful Candidate(s) for the Assistant Public Defender Position(s). The Public Defender (or designee) may choose to reject some or all of the Interview Panel's recommendations in creating the Final Ranked Candidate List. If the Public Defender chooses to reject any of the Interview Panel's recommendations, they must explain that determination on the Deviation Form and provide it to Bureau Chief of BHR (or designee) with the completed Interview File.

d. Future Vacancies. The Public Defender (or designee) may select Candidates from the Final Ranked Candidate List for subsequent vacancies for the same Position for a period of 12 months from the date the Final Ranked Candidate List was created. For non-union positions, the Public Defender may also select from a Final Ranked Candidate List created for higher level positions that are part of the same series or established promotional path that arose during a period of 12 months. The Candidates must meet the Minimum Qualifications for the position.

e. Justification to Hire. In accordance with Section V.P.6., the Public Defender (or designee) shall prepare the Justification to Hire which shall include a justification for selecting the successful Candidate and detailing how the selected Candidate's experience meets the criteria for the Assistant Public Defender Position. The Justification to Hire will be made part of the Interview File and will be sent to the Bureau Chief of BHR (or designee) along with the Interview Panel meeting notes and recommendations, the Interview Evaluation Forms, and any other documentation regarding the selection of the Candidate. Copies of such documentation shall also be may available to the Compliance Officer.

15. Final Screening. BHR will conduct a final screening of the Candidate selected for each open Assistant Public Defender Position in accordance with Section V.Q.

16. Offers of Employment. The Public Defender will extend employment offers in accordance with Section V.R. and shall provide a copy of the Offer of Employment letter to the Bureau Chief of BHR.

17. Post-Offer License and Certification Verification. All Candidates will be required to produce required documents based on the position (e.g., current driver's license, diploma, school transcript, certifications, including a receipt for a request for international education, if applicable, etc.) listed on the Notice of Job Opportunity within five (5) days of accepting an offer, in writing, by the Bureau Chief of BHR (or designee). Original college/university transcripts can be sent directly from the school's registrar office or clearinghouse to BHR via email. Where necessary, original documents can be presented for review at the BHR office no later than the day the Candidate is scheduled to begin employment. For certifications that require a foreign national educational degree; after offer acceptance candidates are provided a ten (10) day offer extension to provide international documentation. At the end of the ten-day extension, there may be a further extension, if approved by BHR and the Compliance Officer. Copies of such documents will be included in the Interview File and the Personnel File upon hire. If the Candidate indicates that they have previously submitted applicable required documents for the Position to BHR, BHR will verify that the required documents have been submitted by checking either the Interview or Personnel File. BHR will determine if the previously submitted documents are applicable to satisfy the current position requirements. Candidates who do not produce the required documents for the position within the required timeframe, will be considered ineligible for further consideration and will not participate in any interview for that position, unless approved by the Compliance Officer.

18. Post-Offer Testing. Post-Offer Testing will be conducted following acceptance of an offer of employment and preferably prior to the commencement of employment in accordance with Section V.T.

C. Volunteers in the Office of the Public Defender. The Public Defender's Office accepts individuals to serve as Volunteers in the Office of the Public Defender. The following principles apply to general selection of Volunteers in the Office of the Public Defender.

1. Notice and Process.: BHR, at the request of the Office of the Public Defender, will post Volunteer opportunities on ATAS; said postings may be posted directly by the Office of the Public Defender or the Bureau of Human Resources at the Request of the Office of the Public Defender. Applicants for Volunteer opportunities at the Public Defender's Office must complete and submit an application on ATAS and upload to their ATAS application: (1) a resume, and (2) a high school, college or law school transcript (official or unofficial), a letter of academic good standing at an accredited high school, college, university or law school, or evidence of graduation from an accredited law school.

2. Application Eligibility Criteria: Individuals eligible to serve as Volunteers in the Office of the Public Defender must be either: (1) students, age 17 and older, currently enrolled in a high school, accredited two or four year college, university or law school, or (2) individuals who have graduated from law school but who are not members of the Illinois bar (including retired or voluntarily inactive members of the bar).

3. Verification of Application, Eligibility and Selection: Applicants' eligibility will be verified and documented using ATAS. All eligible Volunteers will be accepted as a Volunteer unless the Office of the Public Defender determines that the individual (1) has a conflict of interest or (2) has volunteered in the past and has been determined to have been unproductive, disruptive, or otherwise unsuitable based on their performance as a former Volunteer pursuant to Section B.3.b. below.

a. Conflict of Interest. An Applicant will be disqualified for having a conflict of interest if that Applicant is applying to volunteer during a period of time when that Applicant will be concurrently working or volunteering for any State's Attorney's Office, any law enforcement office, or any criminal court judge. If that Applicant had worked or volunteered for any of these entities within the five-year period preceding their application, that Applicant will not be disqualified for having a conflict of interest; provided that the Public Defender's Office is able to place that Volunteer in an office where that Volunteer will not be working on any matter related to their previous employment or volunteer work for such entities.

b. Disqualifying Past Work Performance. If a Volunteer's work performance was unproductive, disruptive, or otherwise unsatisfactory such that the Public Defender would not accept the Volunteer for a future Volunteer opportunity, the Public Defender's Office will provide a written explanation supporting that determination. The Public Defender's Office will provide a copy of that document to the Compliance Officer within two (2) weeks of the end of the Volunteer's assignment with the Public Defender's Office.

4. Assignment of Volunteers. All Applicants deemed eligible pursuant to this Section 2 will be given an orientation interview to discuss the Applicant's interest, assignment, potential duties, time commitment, dress code, class credit (if any), and any questions the Applicant may have. If the Applicant accepts an offer to act as a Volunteer, the Administrative Office of the Public Defender's Office will notify the Applicant of the assignment location and provide the name of the division chief to which the Volunteer

should report. Assignments will be available based on the needs of the office and will be filled, if feasible, according to the preferences of the Applicant, if any. All Volunteers must execute a Volunteer Agreement, Client Relationship Form and 711 License Forms, if applicable, prior to beginning as a Volunteer with the Public Defender's Office. If, while assigned a Volunteer position, a Volunteer engages in conduct which is unproductive, disruptive or otherwise unsatisfactory, their volunteer period may be immediately discontinued.

5. Records and Documentation. The Compliance Officer will have access to ATAS and a verified eligibility list. The Compliance Officer will also be provided with documentation verifying (1) the names of all individuals submitting a completed application for a Volunteer opportunity, (2) the Public Defender's Office's determination of eligibility or ineligibility of each Applicant accepted as a Volunteer, (3) the location of each Volunteer's assignment, and (4) the specific basis for determining ineligibility of any Applicant, including whether that determination was due to a conflict or past unacceptable conduct as a Volunteer. The Compliance Officer shall be authorized to audit the Public Defender's Volunteer Program including all records and documentation regarding Volunteers, at any time.

6. Experience Gained as a Volunteer. Should a Volunteer later apply for a paid Position at the Public Defender's Office, the Public Defender's Office may consider that former Volunteer's experience gained as a Volunteer when evaluating between otherwise qualified candidates, as long as the process outlined in this section was followed for that Volunteer.

D. Public Defender Employment Plan Amendments. The Public Defender is hereby granted authority and may from time to time amend Employment Plan Section XVII. following written notice of any proposed changes to the Employment Plan to the Compliance Officer and OIIG. The OIIG and Compliance Officer shall be given an opportunity to review and comment on the proposed amendment prior to implementation. If the Compliance Officer or OIIG objects to the change, they must do so in writing within five (5) business days and submit the same to the Public Defender. The President (or designee), the Public Defender, the Compliance Officer and OIIG will then meet to discuss the matter. The decision of the President on any proposed change to the Employment Plan will be final. Proposed changes to the Employment Plan will not be implemented until after ten (10) business days from either the date the Compliance Officer and OIIG were provided notice of the proposed changes or the date the President makes their decision resolving any objections to the proposed changes, whichever is later.

XVIII. MISCELLANEOUS POLICIES

A. Reclassifications/Promotions. Reclassifications, including Promotions, of Employees shall be decided based on the operational and business needs and goals of the County in accordance with the Personnel Rules, any applicable CBA and the Policy Manual. Reclassifications, including Promotions, of employees will not be based on Political Reasons or Factors.

B. Temporary Assignments. A Temporary Assignment may not exceed 120 days in a

calendar year. Changes in Assignments and work locations of employees will not be made based on Political Reasons or Factors.

C. Transfers. Transfers of Employees shall be decided based on the operational and business needs and goals of the County in accordance with the Personnel Rules, any applicable CBA and the Policy Manual. Transfers of employees will not be based on Political Reasons or Factors.

D. Training. Training of employees shall be conducted in accordance with the Personnel Rules, any applicable CBA and the Policy Manual, and no training will be provided or denied to employees based on Political Reasons or Factors.

E. Compensatory Time and Overtime. Compensatory Time and Overtime will be awarded and earned in accordance with the Personnel Rules, any applicable CBA, the Policy Manual and applicable law. Compensatory Time and Overtime for employees will not be awarded or withheld based on Political Reasons or Factors.

F. Discipline. Discipline will be administered in accordance with the Personnel Rules, any applicable CBA and the Policy Manual. Discipline of employees will not be based on any Political Reasons or Factors.

G. Desk Audits. Desk Audits will be performed in accordance with the Personnel Rules, any applicable CBA and the Policy Manual. Desk audits of employees will be conducted in a uniform manner and will not be based on Political Reasons or Factors.

H. Demotions. Demotions will be given in accordance with the Personnel Rules, any applicable CBA, the Policy Manual and applicable law. Demotions of Employees will not be based on Political Reasons or Factors.

I. Layoffs/Recall. Layoffs and Recall of Employees shall be conducted in accordance with the Personnel Rules, any applicable CBA, the Policy Manual and applicable law. Layoffs and Recall of Employees will not be based on Political Reasons or Factors.

J. Third Party Providers. Any third-party vendor selected for the purposes described within this Employment Plan shall be required by contract to follow all applicable laws, rules, and regulations applicable to services or products provided by such third party vendor to the County.

XIX. EMPLOYMENT PLAN AMENDMENTS

The Bureau Chief of BHR may from time to time amend the Employment Plan following written notice of any proposed changes to the Employment Plan to the Compliance Officer and OIIG. The OIIG and Compliance Officer shall be given an opportunity to review and comment on the proposed amendment prior to implementation. If the Compliance Officer or OIIG objects to the change, they must do so in writing within five (5) business days and submit the same to the Bureau Chief of BHR. The President (or designee), the Bureau Chief of BHR, the Compliance Officer and OIIG will then meet to discuss the matter. The decision of the President on any proposed change to the Employment Plan will be final. Proposed changes to the Employment Plan will not be

implemented until after 10 business days from either the date the Compliance Officer and OIIG were provided notice of the proposed changes or the date the President makes their decision resolving any objections to the proposed changes, whichever is later.

XX. CONCLUSION

The County is committed to continuing its practices of being an equal opportunity employer, hiring qualified candidates and the prohibition of Unlawful Political Discrimination with respect to all Employment Actions. This Employment Plan is intended to create transparent and workable new processes and procedures that meet the business needs of the County and comply with legal requirements. It is not possible to anticipate and address every situation that may give rise to Unlawful Political Contact or Unlawful Political Discrimination, and the County is prepared to comply with the spirit of the law to meet those situations in the future.

EXHIBIT A

CONFIDENTIAL

Office of the Independent Inspector General

69 West Washington Street, Suite 1160
Chicago, Illinois 60602

POLITICAL CONTACT LOG

NOTICE

It is prohibited by law and the policies of Cook County government and the Forest Preserve District of Cook County to take any employment action for any position (such as hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime) based on political factors or considerations *unless* the position is considered by court order to be "exempt."

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization, or with any individual acting on behalf of such person or organization, if that contact involves an attempt to inquire about or affect an employment action involving an applicant or employee who is applying for or holds a non-exempt position.

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. If you are contacted or know about such a contact, you are required to immediately complete this form and return it directly to the Office of the Independent Inspector General (the "OIIG") by hand delivery or mail to 69 W. Washington Street, Suite 1160, Chicago, IL 60602-3007, or by facsimile at (312)603-9948 and to the Compliance Administrator by hand delivery or mail to 69 W. Washington Street, Suite 840, Chicago, IL 60602-3007, or by facsimile at (312) 603-9505. You are not required to assess whether the contact is illegal; rather, you are *only* required to report its occurrence. Please provide all the information requested by this form. If you have any question, please contact the OIIG at 312-603-0350 and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:

Method of Contact: ☐ Written ☐ Phone ☐ Personal ☐ Other:

Name of Political/Other Organization (See note 1 below):

Name of Employee or Applicant Referenced:

Position Applied for and Department Referenced:

Employment Action Referenced (See note 2 below):

Please describe contact in detail (all information received and given).
Attach a copy of letter, memo, e-mail etc.

(Please use another sheet if necessary)

Date of Log Entry:

Print Your Name:	Title:
Sign Your Name:	Telephone:

1. A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
2. Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

EXHIBIT B

Exhibit B – Exempt List

The current Exempt List may be viewed by accessing the Shakman Exempt List page on the Bureau of Human Resources website, https://www.cookcountyil.gov/service/exempt-positions.

EXHIBIT C

BUREAU OF HUMAN RESOURCES
COOK COUNTY

GRANT OF AUTHORITY

DATE TYPED | INITIALS

TO: _____
DEPARTMENT

ATTN: _____
DEPARTMENT HEAD

DEPT #	START DATE	SOC. SEC. NUMBER (LAST 4 DIGITS)	JOB CODE	TITLE
		XXX-XX-		

SALARY	HRLY	GRADE	STEP	FUND	POSITION I.D.	BUSINESS UNIT	NEW	CURRENT	FORMER
		22							

IN ACCORDANCE WITH AUTHORITY GRANTED, IN COMPLIANCE WITH THE PROVISIONS OF THE HUMAN RESOURCE ORDINANCE, I HAVE THIS DAY APPOINTED:

FIRST	M	LAST

NUMBER	D	STREET

CITY	STATE	ZIP

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

_____
APPOINTING OFFICER

POSITION

(Revised 1/12/17)

E1 INPUT DATE: _____ **EMPL #** _____ **UNION CODE:** _____

MAILED: _____

EXHIBIT D

INTERVIEWER EVALUATION FORM

DOCUMENT COLLECTION NOTE:** ***Please collect <u>all required documents from candidate prior to interview</u>. Make copies of documents: one copy for file and one for the Shakman Monitor. RETURN ORIGINALS TO CANDIDATE.

Job Title: _____ **Requisition #:** _____

Name of Candidate: _____

Date of Interview: _____ **Time:** _____

Name of Interviewer: _____ **Title:** _____

<u>Scoring Legend:</u>	**<u>Weighted Value</u>: Determine the relative importance of knowledge, experience, education and training, and assign a percentage to each question based on the level of importance. The total value cannot exceed 100%.**
	Example: *Question 1 value of 25%*
1 = Unacceptable	*Question 2 value of 15%*
2 = Marginally Acceptable	*Question 3 value of 20%*
3 = Acceptable	*Question 4 value of 10%*
4 = Very Good	*Question 5 value of 30%*
5 = Excellent	*TOTAL VALUE OF 100%.*

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: 1 2 3 4 5

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

Candidate Name: _____ **Job Title:** _____

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Candidate Name: _____ **Job Title:** _____

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

_____

_____

Interviewer Score: **1** **2** **3** **4** **5**

Value: _____

Question:

Answer:

_____

_____

_____

Comments:

Candidate Name: _____ **Job Title:** _____

_____

_____

Interviewer Score: 1 2 3 4 5

INTERVIEW SUMMARY:

_____

_____

_____

_____

_____

_____

_____

****HAVE ALL REQUIRED DOCUMENTS BEEN COLLECTED FROM THE CANDIDATE?** (e.g., High School Diploma, College Transcripts/Degree, Certification or Licensure) **YES** ____ **NO** ____

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring (including the interview of the above candidate) upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

INTERVIEWER SIGNATURE: _____ **DATE:** _____

***FOR BUREAU OF HUMAN RESOUCES USE ONLY*:**

TOTAL SCORE: _____ ***BHR ANALYST NAME:*** _____

BHR ANALYST SIGNATURE: _____ ***DATE:*** _____

EXHIBIT E

Interview Panel Ranking Form

Job Title: **Requisition Number:** **Date:**

Candidate's Name	*Interviewer's Name*	Score	*Interviewer's Name*	Score	*Interviewer's Name*	Score	Avg Total	Final Ranking
							#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	
	"		"		"		#####	

NOTE: ALL CANDIDATES SHOULD BE RANKED HIGHEST TO LOWEST WITH 1 = HIGHEST AND 10 = LOWEST.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

BHR Analyst Signature: _____ **Date:** _____

Lead Interviewer Signature: _____ **Date:** _____

Revised: 2-22-12 [kt]

EXHIBIT F

Cook County Bureau of Human Resources
118 North Clark Street/Room 840
Chicago, Illinois 60602

Job Title

Job Code: Enter Job Code.
Pay Grade: Enter Pay Grade.
Job Function: Enter Job Function.
Job Sub-Function: Enter Job Sub-Function.
FLSA Status: Select a status.

Job Summary:

Type description of the typical work provided by position.

Minimum Qualifications:

- Enter minimum qualifications here.

Preferred Qualifications:

- Enter Preferred Qualifications here.

Typical Job Duties:

- Enter Job Duties.

Knowledge, Skills, Abilities:

- Enter Knowledge/Skills/Abilities here.

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.

Light Work:

Light Work: involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

Medium Work:

Medium Work: involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to lift, carry, push, pull, or otherwise move objects.

Heavy Work:

Heavy Work: involves exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.

Revision History:

Date Created: Enter Date Created.

Revision Notes:

Date	Name	Revision Notes (e.g.: updated format; added function, sub-function, physical requirements, etc.)

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.

EXHIBIT G

NO POLITICAL CONSIDERATION CERTIFICATION (NPCC)

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

_____

Printed Name

_____

Signature

_____

Date

EXHIBIT H

EBS POSID:

Request for Hire

Clear Form

Pending

Office: 0000

Program:
Position ID:
Job Code:
Job Title:
Grade:
Step:

Analyst:
Approved/Denied Date:
Weekly Work Hours:
Hourly Rate:
Requested Annual Salary:
Current Year Budgeted Impact:

GL Funding Account(s): 00000.0000.00000.000000.00000.00000 0%
00000.0000.00000.000000.00000.00000 0%

Reclassification: ☐
SHAKMAN Exempt: ☐

Intern:
Paid Intern: ☐
On Call Requirements: ☐

Actively Recruited:
Bargaining Unit:
Requested Hire Date:

Enter the number of positions to be filled with this hire request: 1

Detail Justification for Hire:

How will this position be filled?

Please select from the statements below. (Check all that apply)

☐ External **recruitment** ☐ Reclassification ☐ Recall

Preferences

Please select from the statements below. (Check all that apply)

☐ Internal Candidate ☐ OUP Fellow / Intern / Extern

☐ Veteran ☐ Emergency / Temporary / Seasonal

Justification for Preferences:

Type of Position

Please select the skill category for the position(s) on this Request for Hire. Please select from one of the statements below.

☐ Public Safety / Health Direct Support
☐ Manual Labor / Skilled Labor
☐ Professional

Technical Executive

Administrative Support / Clerical

Funding Source

How will the position(s) be funded in the current fiscal year's budget? Please select from one of the statements below.

- ☐ Operating Funds
- ☐ Special Purpose
- ☐ Emergency
- ☐ Fully Funded Grant
- ☐ Partially Funded, Soft Match, Grants and Others

Request for Hire

Vacancy will result in:

What impact will the vacancy of the position(s) on this form have on its respective department or agency? Please select from one of the statements below.

- ☐ Danger to Public Safety/Health
- ☐ Elimination of service
- ☐ Significant Delay in Providing Service / Revenue
- ☐ Slight Delay in providing Service / Revenue

Reason for Vacancy:

What is the originating cause of the vacancy? Please select from one of the statements below.

- ☐ New
- ☐ Open
- ☐ Employee found outside employment, etc.
- ☐ Transfer to another department
- ☐ Termination for cause
- ☐ Retirement

Impact on Overtime Cost:

How will not filling this position affect your overtime?

How much overtime will this position incur?

Analyst Comments if Denied:

Analyst Signature (Sign When All Fields Have Been Completed)

EBS POSID:

Request for Hire

Please note: A Job Description must be attached for the position that includes all relevant duties.

Date of Last Job Description _____ **Does the Job Description need to be updated?** ☐ Yes ☐ No

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Department Head: _____ Signature _____ Date

Departments Bureau Chief: _____ Signature _____ Date

NOTE: Please Complete Contact name and phone numbers.

Department Contact: _____ **Phone #** _____

Department Head Name: _____ **Phone #** _____

Please attach ALL necessary documents and submit to the Bureau of Human Resources upon Completion

Bureau of Human Resources use only

Bureau Chief or Designee Name: _____

Bureau Chief or Designee Signature: _____ **Date:** _____

BHR Analyst: _____ **Date:** _____ **Requisition #** _____

If Applicable Department's Repost

Request Date: _____

Repost Date: _____

Date of Department: _____

Posting Date

From: _____ **To:** _____

EXHIBIT I

Exhibit I: Public Defender Direct Appointments

Title	Position Identification Number
First Assistant, Public Defender	0180724
Chief of Staff, Public Defender	0180686
Deputy Public Defender, Legal Services	0180760
General Counsel, Public Defender	0180627
Deputy Public Defender, Legal Services	0180654
Deputy Public Defender, Legal Services	0180655
Deputy Public Defender, Legal Services	0180723
Assistant Public Defender Deputy Community and Media Relations	0007579
Deputy Public Defender, Professional Development	0180626
Chief Financial Officer, Public Defender	0180762
Deputy of Investigations, Public Defender	0180591
Deputy Public Defender, Policy	0068578
Deputy of Policy and Strategic Planning	0018836
Deputy Public Defender, Legal Services	0180625
Deputy of Communications, Public Defender	0180592
Deputy of Administration, Public Defender	0180726
Deputy Chief of Staff, Public Defender	0180761
Press Secretary – Public Defender	0178333
Operations Director - PD	0192737
Associate Director, Human Resources	TBD

EXHIBIT J

EXHIBIT J

COOK COUNTY ACTIVELY RECRUITED POSITIONS UNDER THE JURISDICTION OF THE PRESIDENT

DEPARTMENTS UNDER THE PRESIDENT	ACTIVELY RECRUITED POSITIONS
Revenue	Manager, Field Investigations
Revenue	Manager, Tax Compliance
Revenue	Supervisor, Investigations
Revenue	Senior Solutions Systems Analyst
Revenue	Supervisor, Audit
Revenue	Manager, Tax Compliance
Revenue	Supervisor, Collections
Risk Management	Lead Liability Claims Specialist
Enterprise Technology	Programmer IV
Enterprise Technology	Manager-Systems Development
Enterprise Technology	Manager- Applications Programming
Enterprise Technology	Associate Director, Data Management
Enterprise Technology	Systems Analyst IV
Enterprise Technology	Project Manager
Enterprise Technology	Director of Technology Communications
Enterprise Technology	Web Developer II
Enterprise Technology	Lead ERP Analyst
Enterprise Technology	IT Vendor and Contract Manager
Enterprise Technology	Manager, Data Center
Enterprise Technology	Manager, GIS
Enterprise Technology	Manager, Enterprise IT Operations
Enterprise Technology	Manager, Application Development
Enterprise Technology	Manager-Systems Development
Enterprise Technology	Systems Operations Analyst
Enterprise Technology	Director of Infrastructure
Enterprise Technology	Service-Oriented Architecture (SOA) Architect
Enterprise Technology	Manager of Information Security Risk and Compliance
Enterprise Technology	Manager, Information Security
Enterprise Technology	Information Security Program Manager
Enterprise Technology	Data Privacy Officer
Enterprise Technology	Data Privacy Specialist
Enterprise Technology	Manager, Business Continuity Program
Enterprise Technology	Business Continuity Program Analyst
Enterprise Technology	Disaster Recovery Program Analyst
Enterprise Technology	Manager, Disaster Recovery Program
Enterprise Technology	Disaster Recovery Program Specialist
Enterprise Technology	Broadband Program Manager
Enterprise Technology	Senior SharePoint Developer
Enterprise Technology	Sharepoint Developer
Enterprise Technology	Solutions Architect
Enterprise Technology	Business Architect
Enterprise Technology	Data and Information Architect
Enterprise Technology	Security Architect
Enterprise Technology	Technology and Infrastructure Architect
Enterprise Technology	Lead Organizational Change Management Specialist
Enterprise Technology	Manager, Organizational Change Management
Enterprise Technology	IT Application Technical Lead
Enterprise Technology	GIS Server Administrator
Enterprise Technology	Lead GIS Specialist
Enterprise Technology	Senior Customer Relationship Management (CRM) Application Administrator
Enterprise Technology	Lead Quality Assurance Specialist
Enterprise Technology	Full Stack Developer
Enterprise Technology	Senior Security Controls Assessor
Enterprise Technology	Senior Information Security Specialist
Enterprise Technology	Lead Information Analyst
Enterprise Technology	GIS Specialist
Enterprise Technology	Senior Data Scientist
Enterprise Technology	Manager, Cloud Data Platforms
Enterprise Technology	Senior Geospatial Data Librarian
Office of the Chief Administrative Officer	Industrial Engineer IV
Office of the Chief Administrative Officer	Senior Business Process Improvement Analyst
Office of the Chief Administrative Officer	Records Management Administrator
Office of the Chief Administrative Officer	Manager, Graphic Services
Office of the Chief Administrative Officer	Multimedia Specialist
Office of the Chief Administrative Officer	Manager, Research Operations & Innovation

EXHIBIT J

COOK COUNTY ACTIVELY RECRUITED POSITIONS UNDER THE JURISDICTION OF THE PRESIDENT

Office of the Chief Administrative Officer	Manager, Research & Data Analytics
Planning and Development	Lead Housing Finance Manager
Planning and Development	Manager, Housing Finance
Budget and Management Services	Associate Director, Capital Budgeting
Budget and Management Services	Associate Director, Budget Data Management
Comptrollers Office	Manager, Payroll
Comptrollers Office	Supervisor, Payroll
Comptrollers Office	Systems Analyst IV
Comptrollers Office	Senior Accounting Analyst
Comptrollers Office	Supervisor, Accounts Payable
Comptrollers Office	Senior ERP Project Manager
Comptrollers Office	Manager, Accounts Payable
Comptrollers Office	Lead Financial Operations Analyst
Office of the Chief Financial Officer	Senior Debt Analyst
Office of the Chief Financial Officer	Senior Project Manager
Enterprise Resource Planning	ERP Technical Manager
Enterprise Resource Planning	Lead ERP Analyst
Enterprise Resource Planning	ERP Financial Functional Lead
Enterprise Resource Planning	Senior ERP Analyst
Enterprise Resource Planning	ERP Programmer/Analyst
Enterprise Resource Planning	Senior ERP Project Manager
Office of Asset Management	Lead Project Manager
Office of Asset Management	Senior Project Manager
Office of Asset Management	Project Manager
Office of Asset Management	Associate Project Manager
Office of Asset Management	Manager, Sustainability
Office of Asset Management	Lead Real Estate Development Manager
Office of Asset Management	Lead ADA Compliance Project Director
Office of Asset Management	Senior Electric Vehicle (EV) Infrastructure Specialist
Department of Human Resources	Associate Director, HR Technology
Department of Human Resources	Associate Director, Classification and Compensation
Department of Human Resources	Senior Human Resources Business Partner
Department of Human Resources	Senior HRIS Analyst
Department of Human Resources	Oracle EBS HCM Analyst
Department of Human Resources	Lead Leave Program Manager
Department of Human Resources	Manager, Talent Acquisition
Department of Human Resources	Manager, Classification and Compensation
Department of Human Resources	Manager, Workforce Planning and Special Projects
Department of Human Resources	Manager, Training & Development
Department of Human Resources	Supervisor, Talent Acquisition
Department of Human Resources	Associate Director, Talent Acquisition
Department of Human Resources	Manager, Early Talent Program
Office of the Chief Human Resources Officer	Compliance Plan Analyst
Office of the Chief Human Resources Officer	Senior Compliance Plan Analyst
Office of the Chief Human Resources Officer	Manager, Compliance
Office of the Chief Human Resources Officer	Associate Compliance Plan Analyst
Office of the Chief Human Resources Officer	Senior HR Analytics & Data Strategist
Office of the Chief Human Resources Officer	Senior Project Manager
Auditor	Lead Field Auditor
Auditor	Senior Field Auditor
Auditor	Supervisor, Internal Audit
Auditor	Senior IT Auditor
Auditor	Manager, Internal Audit
Auditor	Senior Quality Assurance Auditor
Building and Zoning	Manager, Building Plan Examination
Building and Zoning	Lead Architectural Plan Examiner
Environment and Sustainability	Lead Environment & Sustainability Program Manager
Environment and Sustainability	Manager, Environmental Monitoring
Environment and Sustainability	Senior Environmental Justice Specialist
Environment and Sustainability	Data and Analysis Manager

EXHIBIT J

COOK COUNTY ACTIVELY RECRUITED POSITIONS UNDER THE JURISDICTION OF THE PRESIDENT

Facilities Management	Lead Maintenance Specialist
Facilities Management	Supervisor, Maintenance Operations
Facilities Management	Supervisor, Technical Services
Facilities Management	Associate Director, Custodial Services
Facilities Management	Lead Construction Manager
Facilities Management	Manager, Systems Analysis
Facilities Management	Manager, Custodial Services
Facilities Management	Manager, Environmental Services Operations
Office of the Medical Examiner	Assistant Medical Examiner
Office of the Medical Examiner	Forensic Pathology Fellow
Office of the Medical Examiner	Manager, Death Investigations
Office of the Medical Examiner	IT Systems Administrator
Office of the Medical Examiner	Deputy Chief Medical Examiner
Office of the Medical Examiner	Supervisor, Death Investigations
Office of the Medical Examiner	Laboratory and Quality Director
Emergency Management and Regional Security	Manager, Critical Systems
Emergency Management and Regional Security	Manager, Emergency Operations
Emergency Management and Regional Security	Manager, Emergency Planning
Emergency Management and Regional Security	Supervisor, Emergency Information Operations
Emergency Management and Regional Security	Manager, Grant and Contract Management
Emergency Management and Regional Security	Manager, Logistics
Transportation and Highways	Manager, Freight Planning
Transportation and Highways	Manager, Drainage & Utilities
Transportation and Highways	Manager, Project Studies
Transportation and Highways	Manager, Traffic
Transportation and Highways	Manager, Permits
Transportation and Highways	Manager, Programming
Transportation and Highways	Lead Procurement Specialist
Transportation and Highways	Manager, Construction
Transportation and Highways	Manager, Bridges and Structures
Transportation and Highways	Manager, Capital Projects
Transportation and Highways	Manager, Safety and Training
Transportation and Highways	Lead Ecologist
Transportation and Highways	Supervisor, Program Management
Transportation and Highways	Associate Director, Construction
Transportation and Highways	Associate Director, Design
Transportation and Highways	Associate Director, Project Development
Transportation and Highways	Manager, Maintenance Bureau
Transportation and Highways	Right of Way Coordinator
Transportation and Highways	Lead ITS Engineer
Transportation and Highways	Associate Director, Transportation Planning
Law Library	Law Librarian III
Law Library	Supervisor, Law Library
Land Bank Authority	Manager, Property Acquisition
Land Bank Authority	Associate Director, Land Bank
Land Bank Authority	Associate Director, Land Bank Acquisition
Land Bank Authority	Land Bank Senior Legal Counsel
Land Bank Authority	Manager, Real Estate Management
Land Bank Authority	Manager, Finance and Business Operations
Land Bank Authority	Land Bank Legal Counsel

EXHIBIT K

EXHIBIT K

COOK COUNTY PUBLIC DEFENDER ACTIVELY RECRUITED POSITIONS

Actively Recruited Positions
Supervisor, Legal Services
Supervisor, Legal Services - Homicide
Associate Director, Legal Services
Senior Manager, Investigations
Assistant Public Defender IV
Assistant Public Defender III
Assistant Public Defender II
Assistant Public Defender I
Pre-Licensed Assistant Public Defender
Attorney Supervisor – Immigration
Associate Director, Data Management
Juvenile Justice Education Advocacy Attorney
Community Engagement Manager
Associate Director, Legislative & External Legal Affairs
Lead Policy Analyst
Lead Counsel, FOIA & Subpoena Response
Manager of Human Resources & Recruitment

EXHIBIT K

COOK COUNTY PUBLIC DEFENDER ACTIVELY RECRUITED POSITIONS

Actively Recruited Positions
Manager, Records
Lead Counsel, Employment
Associate Director, Client Services
Supervisor, Interpreter Services – Spanish
Lead Digital Communications Specialist
Supervisor, Human Resources
Senior Legislative Coordinator – PD
Systems Administrator
Supervisor, Client Services
Senior Trauma Recovery Specialist
Senior Arts Program Manager