



COOK COUNTY, ILLINOIS

Director of Human Resources – Bureau of Human Resources Opportunity in Chicago

The Bureau of Human Resources is seeking a Director of Human Resources to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

General Overview

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

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.

Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.

Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.

Highway – Cook County maintains almost 600 miles of roads and highways.

Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.

Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

Medical and Pharmacy Plans

Dental Plans

Vision Plan

Flexible Spending Accounts – Health Care and Dependent Care

Life Insurance – Group Term and Supplemental Life

Commuter Benefits

Pre-paid Legal Services

Retirement Benefits

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)



COUNTY OF COOK

Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago, IL 60602

Job Code: 1043
Job Title: Director of Human Resources
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 0109284
Shakman Exempt

Characteristics of the Position

General Overview

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Key Responsibilities and Duties

Consults regularly with the Chief Human Resources Officer to discuss, plan, develop and implement programs for the improvement of personnel effectiveness as it pertains

to maintenance and management of divisions in the Human Resources Department under the Director's jurisdiction.

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

Troubleshoots a wide variety of day to day issues, problems and concerns which may arise, requiring direct and immediate intervention by the Director; this often includes contacting high-ranking personnel within elected and other offices of the County in order to resolve matters related to employee rights and benefits, salary adjustments, return to work and/or job placement.

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

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

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

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

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

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

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

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

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

Knowledge, Skills and Abilities

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

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

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

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

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

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

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

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

Knowledge of industry trends.

Minimum Qualifications

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

Preferred Qualifications

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

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.