



COOK COUNTY, ILLINOIS

Deputy Director of Human Resources – Workforce Administration Opportunity in Chicago

The Bureau of Human Resources is seeking a Deputy Director of Human Resources – Workforce Administration 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 the functions of the Workforce Strategy Division. Exercises authority and discretion in the oversight of the Workforce Strategy Division. Coordinates the efforts of managers and consults regularly and in a confidential manner with the Director to formulate policy, review and evaluate staff efforts and ensure compliance with the Cook County Employment Plan. Works with the Director and managers to understand current and future workforce needs. Recommends and implements innovative process improvements. Plans, proposes and develops projects and programs particular to the Workforce Strategy Division. Represents the Bureau in meetings to discuss policies and procedures relative to hiring. Liaises with vendors and consultants who are retained to assist with recruiting efforts. Keeps the Director apprised 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 motorist, 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](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago, IL 60602

Job Code: 9291
Job Title: Deputy Director of Human Resources – Workforce Administration
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 0109307
Shakman Exempt

Characteristics of the Position

General Overview

Directs the operations and manages the functions of the Workforce Strategy Division. Exercises authority and discretion in the oversight of the Workforce Strategy Division. Coordinates the efforts of managers and consults regularly and in a confidential manner with the Director to formulate policy, review and evaluate staff efforts and ensure compliance with the Cook County Employment Plan. Works with the Director and managers to understand current and future workforce needs. Recommends and implements innovative process improvements. Plans, proposes and develops projects and programs particular to the Workforce Strategy Division. Represents the Bureau in meetings to discuss policies and procedures relative to hiring. Liaises with vendors and consultants who are retained to assist with recruiting efforts. Keeps the Director apprised of matters requiring his/her/their attention.

Key Responsibilities and Duties

Oversees the operations of the Workforce Strategy Division which includes central administration of matters such as wage and salary administration, job classification and compensation, recruitment and selection, workforce planning and other special projects.

Assists with executing the Employment Plan and Human Resources policies and procedures.

Participates in the Workforce Strategy Division planning process by establishing, implementing and maintaining the Division's objectives and goals.

Coordinates final review and drafting of recommendations regarding job audits and classification and compensation studies.

Recommends acquisition of appropriate resources and personnel to meet the needs of the Workforce Strategy Division.

Monitors and oversees policies and procedures for conformance with the County's Employment Plan, collective bargaining contracts and other human resources-related laws and regulations.

Reviews the effectiveness of Workforce Strategy Division policies and procedures and recommends innovative changes.

Assists the Director with advising bureau chiefs, department heads, and supervisors on all hiring matters.

Assists the Director in formulating goals and objectives to be met, developing timetables, and responding to special needs and concerns.

Assists the Chief Human Resources Officer and Director with Cook County Employment Plan compliance and in meeting various other compliance goals and timetables.

Assists the Labor Relations Department as necessary with matters pertaining to classification and compensation.

Serves as a liaison to vendors and consultants who are retained to assist with recruiting efforts.

Delegates duties and responsibilities as necessary to enhance the orderly operation of the Division.

Knowledge, Skills and Abilities

Knowledge of personnel management and skill in the management of a large and highly specialized staff, particularly within the context of a large municipal governmental setting.

Knowledge of or ability to quickly and effectively understand and utilize Cook County policies, protocols, and technical vernacular.

Ability to effectively coordinate, supervise and direct Workforce Strategy in division matters.

Ability to communicate effectively with tact and courtesy, to conduct oneself in a professional manner; ability to convey information and explain or describe County policy and procedure to others.

Skill in researching new and existing policies and practices related to the workforce field.

Ability to work with confidential materials, employee information and maintain confidentiality at all times.

Ability to communicate effectively in a clear and concise manner with all levels of employees, management, vendors and consultants.

Ability to work in a fast-paced environment and effectively manage multiple projects simultaneously.

Ability to work with a range of audiences from diverse backgrounds.

Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.

Knowledge of Microsoft Office Suite.

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 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.