



## COOK COUNTY, ILLINOIS

### Legislative Coordinator Opportunity in Chicago

The Cook County Bureau of Administration is seeking a Legislative Coordinator 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.

Serves as the Department government affairs representative and legislative advisor. Engages in research and advisory functions related to improving the respective Department and will assist the Department/Bureau Head and President or his/her designee in responding to legislative initiatives and fostering relationships with units of local government and elected officials. Recommends and provides information to the Department/Bureau Head and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative, policy or grant initiatives. Reviews State, Federal and local legislative issues as directed that may have a budgetary or operational impact for the County relative to such legislation and provides responsive information to the Department/Bureau Head and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Department/Bureau Head and the President of potentially innovative programs that may improve the respective Department/Bureau Head or County initiative. Serves as the Department's liaison to the various Federal, State or local elected officials and offices. Assists the Department and President or his/her designee in coordinating and advancing legislative and policy positions. May collaborate with and support other departments in Offices under the President concerning legislative matters as it relates to Cook County Government operations. At the direction of the Department/Bureau Head and the President or his/her designee, may also serve as a government affairs representative and legislative advisor to other departments in Offices under the President as needed. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto: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 Millennial 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
- Competitive Base Pay

### **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: 0620  
Job Title: Legislative Coordinator I  
Salary Grade: 20  
Bureau: Administration  
Department: Justice Advisory Council  
Dept. Budget No. 205  
Position I.D 9502627

## **Characteristics of the Position**

### **General Overview**

Serves as the Department government affairs representative and legislative advisor. Engages in research and advisory functions related to improving the respective Department and will assist the Department/Bureau Head and President or his/her designee in responding to legislative initiatives and fostering relationships with units of local government and elected officials. Recommends and provides information to the Department/Bureau Head and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative, policy or grant initiatives. Reviews State, Federal and local legislative issues as directed that may have a budgetary or operational impact for the County relative to such legislation and provides responsive information to the Department/Bureau Head and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Department/Bureau Head and the President of potentially innovative programs that may improve the respective Department/Bureau Head or County initiative. Serves as the Department's liaison to the various Federal, State or local elected officials and offices. Assists the Department and President or his/her designee in coordinating and advancing legislative and policy positions. May collaborate with and support other departments in Offices under the President concerning legislative matters as it relates to Cook County Government operations. At the direction of the Department/Bureau Head and the President or his/her designee, may also serve as a government affairs representative and legislative advisor to other departments in Offices under the President as needed. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

### **Key Responsibilities and Duties**

Monitors and tracks proposed legislation introduced at the County which may impact the Department or County, as well as works with the President's legislative team as directed to review, research and/or track legislation at the local, State and Federal level.

Engages in research and legislative analysis for proposed legislation regarding bills that may affect the respective Department/Bureau or the County; advises the Department/Bureau Head and the President or his/her designee on how the proposed legislation may impact the Department/Bureau or County including any legal or budgetary issues posed by the proposed legislation in order for the County to arrive at a position relative to such legislation.

Works with staff from the Bureau of Finance to obtain fiscal analysis with supporting data and to analyze budgetary, policy or operational impacts that proposed legislation may have upon the County.

May review Federal and State legislation and programs to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Research various legislative initiatives at the direction of the Department/Bureau Head and the President or his/her designee for their review.

Participates and assists in the development of other confidential papers and reports as directed by the Department/Bureau Head and the President or his/her designee.

Assists in the development, passage and implementation of legislative initiatives and policies as needed by the Department/Bureau and as requested by the President or his/her designee.

Serves as legislative and government affairs liaison for the Department and or President or his/her designee as directed.

Assists in the coordination of communications and interactions with the Cook County Board of Commissioners, other elected officials, and units of local government on behalf of the Department/Bureau or County in collaboration with the Department/Bureau Head or President or his/her designee as directed.

Represent the Department before legislative tribunals as directed by the President or his/her designee.

Work in tandem or report to the President's Special Assistants for Governmental and Legislative Affairs, Director of Government and Legislative Affairs and Special Assistants for Legal Affairs.

Other duties as assigned.

### **Knowledge, Skills and Abilities**

Ability to converse knowledgeably and communicate effectively in writing on related matters and address complex legislative questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

Skill in legislative writing and analysis as well as ability to engage in grant research and writing.  
Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR** graduation from an accredited college or university with a Bachelor's

degree.

Ability to utilize Microsoft Word, Excel and Power Point.

### **Preferred Qualifications**

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

### **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 purpose 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.**