

POSITION PROFILE
SENIOR LABOR COUNSEL
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

April 2024

POSITION PROFILE

POSITION: Senior Labor Counsel

DEPARTMENT: Labor Relations

REPORTS TO: Deputy Chief Human Resources Officer – Labor Relations

POSTING SALARY: \$103,203- \$126,138

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

OVERVIEW

The Bureau of Human Resources seeks a Senior Labor Counsel to provide guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules, and department organization. Works with outside counsel, elected officials, and department heads in matters associated with arbitrations and department work.

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

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

Acts as legal advisor and counsel to the County in all matters within the authority of the Bureau of Human Resources. Provides guidance and counsel to department heads and supervisors on labor related matters including discipline, work rules, and department organization. Works with outside counsel, elected officials, and department heads in matters associated with arbitrations and department work. Reviews hearing officers' decisions in third-step employee grievance and disciplinary matters. Consults with the Bureau Chief of Human Resources, Deputy Bureau Chief and Deputy Director in matters of highest confidentiality.

KEY RESPONSIBILITIES AND DUTIES:

Research pending legal issues and analyzes case law and facts.

Reviews hearing officers' decisions in third-step employee grievance and disciplinary matters.

Oversees matters related to the Employee Appeals Board and acts as Representative of the Employee Appeals Board. Counsels various Cook County departments and offices in labor relations and employment matters such as discipline, layoffs, terminations, transfers, and numerous other matters that may arise between Cook County management and employees/unions.

Provides advice and counsel on employment related laws and matters such as the implementation of policy and initiatives within the parameters of the CBA, grievances, arbitrations, the Family and Medical Leave Act, Affordable Care

Act, and Equal Employment Opportunity laws.

Interprets collective bargaining agreements, County policies, and applicable laws and regulations.
Works with outside counsel and retained experts on a variety of employment related issues.

Assists in the evaluation, formation and implementation of policy directives affecting employees of Cook County including but not limited to benefits, Workers Compensation, disability, return to work matters, work rules and personnel rules.

Represents Cook County before various forums.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong command of the rules of evidence, civil procedure, and trial advocacy, and the ability to effectively litigate complex labor and employment issues with minimal direction.

Skill in working directly and independently with elected officials, department heads, outside counsel, and labor groups to develop strategy pertaining to a wide range of matters, including discipline, contract interpretation, salaries, benefits and working conditions.

Knowledge of all applicable federal, state, county and local laws, rules and regulations including those of the Illinois Labor Relations Board and the ability to represent Cook County before various forums.

Skill in analyzing labor agreements and appropriately interpreting the terms, conditions and intent represented therein.

Skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees, and union officials.

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

At the direction of the Deputy Bureau Chief, acts a liaison between the Offices Under the President and other Cook County offices and agencies.

MINIMUM QUALIFICATIONS:

Graduation from an accredited School of Law with a Juris Doctorate.

Licensed to practice law in the State of Illinois.

Five (5) years' of work experience in labor relations, human resources, litigation, or other related field.

Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health and Hospital System.

PHYSICAL REQUIREMENTS:

Sedentary Work

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

walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

EMPLOYMENT TERMS

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

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