

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

#### Deputy Clerk of Human Resources

**Job Code:** 7714

**Job Title:** Deputy Clerk of Human Resources

**Salary Grade:** 24

**Position I.D. No.:** 0035921

**Status:** Shakman Exempt

**Division:** Human Resources

#### Job Summary

The Deputy Clerk of Human Resources reports directly to the Chief Deputy Clerk and provides leadership in the implementation and evaluation of personnel services. This role is responsible for the overall strategic planning, administration, and organization of the Human Resources Division. The Deputy Clerk of Human Resources is also responsible for personnel records, human resource information systems and payroll. The Deputy Clerk of Human Resources supervises the Human Resources Division employees and ensures that services to internal and external clients are positive and effective.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

- Acts as an advisor to the Clerk and Chief Deputy Clerk within CCCO on all matters related to Human Resources.
- Attends regular meetings with the Clerk, Chief Deputy Clerk, and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.
- Working with senior leadership to manage, motivate and further develop employees throughout the organization.
- Develops, implements and promulgates personnel policies and procedures that conform with best practices relating to human resources management.
- Consults with appropriate CCCO personnel in conducting reviews and revisions of job descriptions.
- Ensures CCCO's compliance with the CCCO Policy Manual, and identifies changes and improvements, where appropriate.
- Responsible for the overall supervision of the Human Resources Division and all Human Resources employees.
- Prioritizing human resources-related projects based on the programmatic goals of the Clerk.
- Manages sensitive negotiations with labor unions in conjunction with Deputy Chief of Staff and Labor Counsel.
- Consults with the Clerk and other senior staff regarding adequate staffing levels for carrying out the Clerk's policy and program initiatives.

- Oversees the safeguarding of employment records, including employee personnel files, for *Shakman* exempt and non-exempt employees.
- Ensures compliance with recognized county, state and federal laws pertaining to terms of employment and evaluates human relations and work related problems that adversely affect employee morale and productivity.
- Confers with the Deputy Clerk of Finance and other budget-related staff regarding aspects of wage and salary administration, payroll management, and formulation of the budget.
- Works in conjunction with Deputy Chief of Staff and Labor Counsel to oversee disciplinary and counseling actions to assure compliance with the CCCO's Policy Manual.
- Delegates duties and responsibilities as necessary to enhance the effectiveness and efficiency of the Human Resources Division.
- Manages the posting, processing, and selection of all internal and external employment candidates.
- Attends discipline meetings with Chief Deputy Clerk and Deputy Chief of Staff & Labor Counsel in order to monitor disciplinary matters, ensure timelines and consistent practices with regard to discipline.
- Develop a recruiting strategy to identify, attract and retain top talent.
- Implement the necessary tools to reduce turnover.
- Create ways to identify and recognize high performing employees and further develop the performance management policy.
- Leads in developing best practices and implementing policies and processes as applicable.
- Represent, or aid in the representation of, the organization on related litigation
- Properly implement policies and HR programs ensuring quality, delivery and cost.
- Champion continuous improvement and policy deployment of strategic initiatives.
- In collaboration with HR team, directs the practice areas of 401(k), cafeteria plans, ADA, FMLA, COBRA and ACA, HRIS reporting and analytics, payroll, EEO, AAP, IRS, DOL, SUI, ESRP and workers compensation.
- Applies compensation strategy knowledge to manage fix pay, variable pay, union CBAs, short-term incentives, long-term incentives and other related programs.
- Utilizes compensation resources, reporting and analytics to create fair and equitable department career ladders with appropriate market adjustments and promotions.
- Manages clear and effective communication, providing answers to very complex situations using strategy and analytical skills to assess and make accurate observations in the workplace.
- With a strong sense of community, encourages team performance providing stretch goals, project management and growth opportunities.
- Takes an active role as a main point-of-contact for HR operations vendors, audits and government agencies; involved in high-level meetings, issues or escalations as required.
- Maintains knowledge of industry trends and employment legislation and collaborates with the Deputy Chief of Staff & Labor Counsel to ensure compliance with employment laws.
- Other duties as assigned.

#### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university.
- Five (5) years of full-time work experience in Human Resources, at least three (3) years of which was in a supervisory/managerial capacity; OR
- Five (5) years of full-time experience as a licensed attorney or CPA, including providing advice or consulting services in each of the five years on labor and employment issues, developing and

implementing employment policies and procedures, or employee benefits, compensation and classifications.

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

- Knowledge of the CCCO's Policy Manual and the Collective Bargaining Agreement between SEIU Local 73 and the CCCO.
- Extensive knowledge of human resources administration and personnel management, particularly within the context of a governmental setting.
- Knowledge of benefit administration.
- Decision-making and problem-solving capabilities, sense of urgency, ability to prioritize, and customer focused.
- Strong personal integrity and tenacity, ability to model company values and leadership competencies and others encourage the same in others.
- Possesses systems knowledge in order to support and deliver operational speed, integrity and excellence.
- Strong technical and analytical skills and advanced Excel skills.
- Proven track record of setting a vision and creating strategies in the midst of a complex, uncertain, and changing environment.
- Models and inspires innovative thinking and helps the organization adapt to change and face adversity.
- Synthesizes data and inputs effectively and communicates results so that others easily understand.
- Proven active listener who can synthesize information for all audiences in an appropriate manner.
- Ability to create concise, clear and appropriate messaging (verbal, written, etc.) within team, division and organization.
- Ability to generate results drawing upon experience, high degree of interpersonal relationships, influence, initiative and follow-up.
- Track record of encouraging and gathering diverse opinions to create common ground, build trust and provide innovative solutions.
- Strong ability to build productive and collaborative teams by identifying and leveraging talents, building and maintaining accountability, and modeling inclusion and respect.
- Proven ability to create an environment of a welcome diversity of thoughts and opinions, even when it's not popular.
- Demonstrated ability to identify future leaders, determine future capability needs, and support development plans to meet those needs.
- Ability to model and create an overall environment of respect, diversity and inclusion.
- Understands the importance of supporting employees' well-being by working to address stress and vicarious trauma.
- Highly skilled in coaching and developing competence in others.

### **Physical Requirement**

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects
- Use of standard office equipment
- Ability to communicate written and verbally with others