

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

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



### STANDARD JOB DESCRIPTION

#### Deputy Chief of Staff and Labor Counsel

**Job Code:** 8901

**Job Title:** Deputy Chief of Staff and Labor Counsel

**Salary Grade:** 24

**Position I.D. No.:** 0075259

**Status:** Shakman Exempt

**Division:** Administration

#### Job Summary

The Deputy Chief of Staff and Labor Counsel reports directly to the Clerk and Chief Deputy Clerk with general responsibility for providing support to the Chief Deputy Clerk in the oversight of the Executive and Management staff, legal advice and counsel to Administration and personnel on matters related to collective bargaining negotiations and any other union issues that may impact the Cook County Clerk's Office (CCCO), support the Chief Deputy Clerk in ensuring the adherence to policies including, but not limited to the CCCO's Policy Manual, past practices, collective bargaining agreements, arbitration decisions, and County Board Ordinances. The Deputy Chief of Staff and Labor Counsel confers with the Chief Legal Counsel on legal issues, as necessary. The Deputy Chief of Staff and Labor Counsel functions as a Legal Advisor to the Clerk and assists in the development and enforcement of office policy, program execution, public relations, and other executive functions pertaining to labor and employment. The Deputy Chief of Staff and Labor Counsel recommends changes in existing policies and practices, assists in defending legal actions against the Clerk, and renders legal advice and assistance to the Clerk. The Deputy Chief of Staff and Labor Counsel assists in the drafting of the CCCO's Policy Manual. He or she represents the office during local and universal contract negotiations. The Deputy Chief of Staff and Labor Counsel coordinates with the Chief Legal Counsel to prepare documentation and communications directly with the Cook County State's Attorney in preparation for outside legal matters. The Deputy Chief of Staff and Labor Counsel consults with the Deputy Clerks to identify potential areas of risks, operations training opportunities and strategic priorities. Also, the Deputy Chief of Staff and Labor Counsel captures the collective perspective of Managers and Supervisors through regular meetings. The data that is collected from these meetings is used to inform the Chief Deputy Clerk and Clerk in developing and implementing long and short-term plans designed to ensure continued improvement and effectiveness of office-wide operations.

The Deputy Chief of Staff and Labor Counsel supports the Chief Deputy Clerk in enforcing established guidelines, explore ideas for reorganization and maintains strict confidentiality on behalf of the Clerk, and investigate and recommend grievances and employment related complaints.

This position will have access to confidential and sensitive information 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 internal legal advisor to the Clerk, Chief Deputy Clerk, and Deputy Clerks within CCCO on all union matters, labor negotiations, or compliance with any relevant collective bargaining agreements.
- Assists in developing the CCCO’s policies, including general office policies, labor policies, and policies for various CCCO duties, as necessary, in conjunction with the Executive Staff including but not limited to the Clerk, Chief Deputy Clerk and Deputy Clerks.
- 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.
- Represents the CCCO in matters filed before administrative agencies including but not limited to: EEOC, Illinois Department of Human Rights, and Illinois Department of Labor.
- Coordinating with the Chief Legal Counsel, assists outside counsel for the CCCO, including but not limited to the Cook County State’s Attorney’s Office, regarding matters filed before an administrative agency, state, or federal courts.
- Coordinate with the Chief Legal Counsel on litigation strategy and advice to the Clerk.
- Assists and advises all CCCO employees on compliance with the, the CCCO Policy Manual, and any relevant collective bargaining agreements.
- Acts as advisor to the Clerk in all matters related to labor relations, discipline, layoffs, terminations, and any other related matter that may arise between management and the employees or their union.
- Conducts grievance and disciplinary actions upon receipt from the Deputy Clerk of Human Resources.
- May attend discipline meetings with Chief Deputy Clerk and Deputy Clerk of Human Resources in order to monitor disciplinary matters, ensure timelines and consistent practices with regard to discipline.
- Oversees the disciplinary process including creation and implementation of policies and procedures related to discipline.
- Monitors all employee disciplinary actions and grievance proceedings and represents the Clerk in third step employee grievances.
- Represents the CCCO at all arbitration proceedings related to union matters.
- Drafts settlement agreements related to union grievance matters.
- Manages confidential collective bargaining negotiations, including both local and universal negotiations, and may also assist outside counsel with union contract negotiations.
- Acts as advisor to the Clerk throughout all confidential collective bargaining negotiations including any impact to CCCO operations.
- Prepares ground rules for all union negotiations and drafts tentative agreements related to negotiations.
- Negotiates and drafts any memorandums of understanding or memorandums of agreement with the union.
- Manages and oversees any mandated reduction in force within the CCCO.

- Advises the CCCO Human Resources Department on matters related to FMLA and ADA as needed.
- Conducts legal research on labor issues, and as necessary to assist the Chief Legal Counsel, on behalf of the CCCO.
- Inspects and reviews confidential reports related to but not limited to internal investigations by the Chief Ethics officer, the Cook County Independent Inspector General, estimates, and statistical information provided by CCCO staff.
- Attends conferences and meetings with various Cook County agencies on behalf of the Clerk's Office.
- Reviews legal and other periodicals in order to report significant matters to the Clerk.
- Assists the Clerk, Chief Deputy Clerk, and Chief Legal Counsel with the legislative policy agenda and any new policy initiatives including analyzing legislative policy, maintaining strict confidentiality on all policy matters, and interfacing with other government agencies on behalf of the Clerk.
- Meets with Chief Legal Counsel regularly for status reports on all pending litigation against the CCCO and acts as advisor to Clerk regarding settlement proposals.
- Assists Deputy Clerk of Finance with review of all hiring and payroll to ensure the CCCO is operating within budgeted amounts.
- Oversees internal and external audit requests, including but not limited to employment and budgetary matters.
- Attends and participates in CCCO outreach events as a representative of the CCCO, as needed.

*This list represents the essential tasks performed by the Position. Employee may be assigned additional Position-related duties by management as required.*

#### **Minimum Qualifications**

- Possession of J.D. from an accredited law school.
- Currently licensed to practice law in the State of Illinois, in good standing.
- Four (4) years of full-time paid work experience in labor relations, labor law, human resources, and/or employment law or other related field.
- Seven (7) years of full-time paid professional work experience in a governmental agency at least three (3) years of which was in a union environment.
- One (1) year of full-time paid work experience implementing workplace policies.
- One (1) year experience lobbying governmental agencies or working in a legislative office.

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

- Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government.
- Knowledge of Labor and Employment-related matters such as workplace discrimination/harassment, wages and benefits, workplace health and safety, wrongful termination and family medical leave.

- Knowledge of CCCO's , Policy Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCCO.
- Knowledge of and ability to resolve complex labor disputes through negotiations.
- Strong leadership and organizational skills.
- Strong communication skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Ability to demonstrate tact and diplomacy in dealing with employee issues in a wide range of diverse situations.
- Ability to formulate and implement policies limiting the risk of potential labor disputes.
- Excellent legal research and writing skills, demonstrating the ability to clearly and concisely articulate legal issues analysis.
- Skilled in project management.
- Ability to establish and maintain confidentiality and trust.
- Ability to interpret rules, regulations, and policies.
- Courtesy and ability in handling the public, attorneys, and other professional personnel.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to work with others and utilize excellent interpersonal skills.
- Ability to establish and maintain confidentiality and trust.
- Ability to speak clearly and concisely before large and small groups.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

**Physical Requirement**

- Standing and walking for moderate periods of time
- Ability to sit for at least two (2) hours at a time
- May have to lift 10 lbs.
- Long periods of time working on computer requiring vision and typing capabilities