

	COOK COUNTY HEALTH & HOSPITALS SYSTEM CCHHS	COOK COUNTY HEALTH & HOSPITALS SYSTEM EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES
POLICY TITLE: CLASSIFICATION OF GRADE 24 POSITIONS		PAGE 1 of 1
Date of Approval: 04/19/18 Effective Date: 05/01/18	Policy Number: 02.01.21 Associated Personnel Rule: 2.02	Policy Form: Classification of Grade 24 Position Form

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all Employees. If any provision in this Policy conflicts with the CCHHS Personnel Rules, the Personnel Rules shall govern. If a specific provision in this Policy conflicts with the Employment Plan, the provision in the Employment Plan shall govern.

PURPOSE: To provide the parameters that are considered when classifying a Position as a Grade 24 and when establishing a salary for that Position when the Position is vacant. Grade 24 Positions are not covered by a Collective Bargaining Agreement.

POLICY AND PROCEDURE: This policy identifies the parameters used to assign the designation of a “Grade 24” to any Position within the Cook County Health and Hospitals System (CCHHS) as well as the parameters used to identify the corresponding salary.

No Political Reasons or Factors. The salary associated with a Grade 24 Position must be done in accordance with this Policy, the CCHHS Personnel Rules, and the Employment Plan, as and if applicable. No Employment Action, including without limitation the designation of a Position as “Grade 24” and the identification of a salary for a Position or Positions, may be based on any Political Reasons or Factors.

Grade 24 Positions/Titles. Grade 24 Positions within the organization include higher-level management Positions with the titles bearing the designation of “Director,” “Senior Director,” “System Director,” “Executive Director,” “Officer,” “Chief,” etc.; or are Positions that require an advanced degree, professional license and specialized skills. The Positions of Technical Manager IV-PACS and the Secretary to the Board of CCHHS Directors are also Grade 24 Positions.

Salary Designation. While the classification of Grade 24 Positions takes into account the need for flexibility, there are factors that are reviewed and taken into consideration when identifying a salary for a Position that is designated as a Grade 24 Position. These factors include, but are not limited to:

1. the “level” of the Position (i.e., whether the Position is that of a Director, an Officer or a Chief);
2. the Minimum Qualifications of the Position;
 - (a) the educational requirements of the position (i.e., is an advanced degree required);
 - (b) the total years of experience required of the position (three (3) versus ten (10), etc.);
 - (c) the specific and type of experience required (is it specialized, unique, etc.);
 - (d) additional credentials required such as certification, license, etc.;
4. the scope of the Position;
5. the span of control of the Position;
6. the financial / fiscal responsibility of the Position;
8. how long has the Position been vacant;
9. is the Position one that has been “hard-to-fill”¹;
10. is the Position a Hot Job position²;
11. the County benefits offered; and
11. a review of relevant salary data relied upon by CCHHS such as the Illinois Health and Hospital Association salary data, Mercer, Sullivan Cotter, Medical Group Management Association (MGMA), etc.

¹ A Position is deemed to be “Hard-to-Fill” when the availability and quality of candidates possessing the competencies required for the position are limited and the organization has not been successful to recruit a candidate for the position despite multiple postings.

² Hot Jobs are identified by the CCHHS Chief of Human Resources based on changes in the, supply and demand for the skills and abilities of a position in the market and fluctuate with the changes in healthcare delivery models.

When DHR receives a Request to create a new leadership position, in order to assign the new Position the Grade 24 designation, CCHHS' Classification & Compensation team will complete a Salary Determination Form, taking into account the factors identified above and will submit a Salary Determination Form including their recommendation for the salary of a Grade 24 Position. The Classification & Compensation Team will submit the Salary Determination Form to the CCHHS Deputy Chief of Human Resources or his or her designee for review. The Chief of Human Resources or his or her designee may request additional information from the Classification & Compensation Team and the Deputy Chief of Human Resources in order to reach a determination on the salary. CCHHS DHR will provide the approved Salary Determination Form to the EPO and OIG with the Decision to Hire Packet. The Chief of DHR will include an explanation of how the final salary was determined if the final salary differs from the salary originally recommended by the Classification & Compensation team

The process identified above will also be used in the event changes are made to an existing vacant Grade 24 position that results in a salary adjustment.



Salary Determination Form (For Classification of Grade 24 Position)

Job Title: _____ Job Code: _____

Department: _____

Division / Unit _____

Existing Position
 New Position
 Hard-To Fill
 Hot Job

Position Has Been Vacant Since: _____

Position Level:

<input type="checkbox"/> Director	<input type="checkbox"/> Deputy Chief
<input type="checkbox"/> Senior Director	<input type="checkbox"/> Chief
<input type="checkbox"/> Executive Director	<input type="checkbox"/> Other

Minimum Qualifications:

Education: _____

Certification(s): _____

License(s): _____

Other / Additional Credential(s): _____

Years of Experience: _____

Preferred Qualifications:

Responsibilities:

Scope of Responsibility: _____

Span of Control: _____

Fiscal / Financial Responsibility: _____

Budget Responsibility: _____

Market Data / Source Used: _____

CCHHS Recommendation: _____

No Political Consideration Certification

I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of CCHHS employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any Employment Actions taken with respect to this position or any related Employment Action. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Prepared the Recommendation:

Name: _____ Job Title: _____

Signature: _____ Date: _____

Initial Review and Approval:

Name: _____ Job Title: _____

Signature: _____ Date: _____

Final Review and Approval:

Name: _____ Job Title: _____

Signature: _____ Date: _____