



**Job Code:** 6366  
**Grade:** 21  
**HCWR:** N

**Job Title**  
Employment Compliance Analyst

**Department**  
Employment Plan Office

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Employment Compliance Analyst will support the Employment Plan Office with the initiatives and activities as outlined in the Employment Plan, as directed. The Employment Compliance Analyst observes, audits and investigates CCH employment actions to identify non-compliance with the Employment Plan, the Supplemental Policies Manual, and Cook County Health (CCH) Personnel Rules, tracks data, and documents analysis and follow-up.

**Typical Duties**

- Observes implementation of CCH employment actions to evaluate for compliance with the Employment Plan, Supplemental Policies and Personnel Rules
- Develops, coordinates, implements and/or oversees internal and external audit procedures for the purpose of evaluating compliance with the Employment Plan, Supplemental Policies and Personnel Rules
- Conducts investigations where non-compliance with the Employment Plan, Supplemental Policies and/or Personnel Rules is alleged or suspected
- In the course of monitoring, auditing and investigating, gathers, tracks, analyzes and reports on relevant information, both verbally and in writing, and follows up to support and track implementation of corrective measures: seeks information that identifies underlying issues or problems; organizes information; relates information from different sources to draw logical conclusions; recognizes trends; identifies cause-and-effect relationships; coordinates an appropriate response plan to problem resolution; works with others in resolving problems; follows-up to ensure resolution is complete/corrective action measures taken; and determines appropriate levels of dissemination of information
- Identifies areas of potential risk for noncompliance with the Employment Plan, Supplemental Policies and Procedures, and Personnel Rules
- Logs and sends Political Contact Logs to the Office of the Independent Inspector General
- Logs and sends all complaints or identified incidents of Unlawful Political Discrimination to the Office of the Independent Inspector General
- Assists in training CCH employees on the Employment Plan and Supplemental Policies annually, and as needed
- Tracks compliance with the Employment Plan's training requirements
- Works closely with CCH Department of Human Resources to support compliance with the Employment Plan and Employment Plan Supplemental Policies Manual
- Works independently and in collaboration with all levels of the organization as necessary to complete assigned work
- Maintains a working knowledge of relevant issues, laws and regulations
- Completes all duties and responsibilities as assigned



### **Typical Duties**

- Prioritizes work with minimal supervision and uses time effectively. Exhibits a high degree of follow-through despite frequent interruptions. Works in a fast-paced environment, which requires handling multiple tasks at once
- Performs other related duties as assigned
- Travels to various locations within the Cook County Health, as needed
- handling employment related matters
- reviewing information, conducting analysis, and preparing related reports
- Strong written communication skills (Will be required to provide a writing sample at the time of interview)
- Proficiency in Microsoft Office (Excel, Outlook, and Word)

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Two (2) years of combined experience in one or more of the following areas: o investigations
- compliance with regulations and policies
- Must be able to travel to locations within Cook County Health

### **Preferred Qualifications**

- Master's Degree or Juris Doctor (J.D.) from an accredited college or university
- Experience interpreting or working with union collective bargaining agreements

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge and understanding of collective bargaining agreements
- Excellent communication skills necessary to communicate with all levels of staff, in diverse groups, and in one-to-one settings
- Good writing skills for reporting and correspondence
- Good skills with Microsoft Office applications (Excel, Outlook, and Word)
- Ability to compile, track and analyze data: the ability to identify problems; determine how to solve problems; evaluate alternatives; assess risk; and make timely decisions
- Ability to distinguish between differing business needs and competing priorities
- Needs to be very detail oriented while maintaining efficient time management
- Organized, self-motivated, and an independent worker who can also work as part of a team
- Ability to travel to various locations within the Cook County Health

### **Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**