



Job Code: 8000
Grade: 24
HCWR: Exempt

Job Title
Assistant General Counsel

Department
Office of General Counsel

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

Job Summary

Works within the office of General Counsel for the Cook County Health and Hospitals System (CCHHS), and reports directly to the Associate General Counsel. Provides advice, guidance, and assistance to CCHHS Board of Directors, the Chief Executive Officer, executive and medical leadership and CCHHS managers on legal issues arising in the operation of the CCHHS and its various services and programs. Represents the Office of the General Counsel at System Board meetings.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Providing advice guidance, and assistance to CCHHS Board of Directors, the Chief Executive Officer, executive and medical leadership and CCHHS managers on legal issues arising in the operation of the CCHHS and its various services and programs;
- Attending and providing counsel at System Board meetings and administrative or medical staff meetings or hearings;
- Recommending resolution of legal and regulatory issues and/or problems requiring knowledge of applicable law and regulations and CCHHS goals, policies, and operations;
- Researching and drafting bylaws, rules, policies and guidelines;
- Reviewing contractual and policy documents for legal sufficiency and compliance with statutory and regulatory requirements;
- Negotiating and drafting contract and policy documents;
- Reviewing and responding to requests pursuant to the Illinois Freedom of Information Act;
- Coordinating representation in administrative hearings and litigation with the State's Attorney's Office and external counsel directly or through the System Department of Risk Management or the System Department of Human Resources;
- Performing other matters as assigned by the General or Associate General Counsel
- Under the direction and guidance of the General or Associate General Counsel, the Assistant General Counsel:
- Performs legal research and analysis; provides oral or written advice on a variety of legal matters
- Represents the Office of the General Counsel at meetings of the Board of Directors of the Cook County Health and Hospitals System Board as requested
- Prepares, negotiates or reviews contracts and other legal documents related to CCHHS operations
- Communicates with the Cook County State's Attorney's Office and other attorneys and governmental agencies
- Develops, assesses, and updates CCHHS leadership on relevant legal issues
- Advises CCHHS staff as to their legal responsibilities and authority
- Assists in preparation for surveys conducted by accrediting and regulatory bodies such as The Joint Commission and the Illinois Department of Public Health
- Performs other duties as requested and as directed by the General or Associate General



Typical Duties

Counsel

Reporting Relationship

The Assistant General Counsel reports to the Associate General Counsel.

Minimum Qualifications

- Graduation from an accredited School of Law with a Juris Doctorate (J.D.) degree
- A current and active license (in good standing) to practice law in the State of Illinois
- Three (3) years of experience giving legal counsel and representation to health care entities, health care providers, health care related entities or governmental entities that operate health care entities

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Excellent client management and problem solving skills
- Excellent analytical, written and oral communications skills
- Ability to plan, organize, coordinate and manage legal activities
- Ability to work effectively as part of a multidisciplinary team
- Ability to work under pressure and willingness to travel throughout Cook County

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.