



Job Code: 8001

Grade: 24

HCWR: N

Job Title

Associate 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 or Health System) and reports directly to the General Counsel. Works closely with and 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 Health System and its various services and programs, independent of the General Counsel. Routinely represents the Office of the General Counsel at System Board Committee meetings. Serves as a deputy to the General Counsel and carries out responsibilities as assigned or delegated by the General Counsel. In a succession plan, the General Counsel is a likely candidate to replace the General Counsel upon his/her departure.

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 and assistance to clients as requested, through the interpretation of new and emerging legal authorities, communication of relevant regulatory and procedural information;
- Recommending resolution of a complex legal and regulatory issues and/or problems requiring knowledge of applicable law and regulations and CCHHS goals, policies, and operations;
- Development of recommended bylaws, rules, policies and guidelines;
- Review of contractual and policy documents for legal sufficiency and compliance with statutory and regulatory requirements;
- Negotiation and drafting of contract and policy documents;
- Attendance and provision of counsel at administrative or medical staff meetings or hearings;
- Directly or through the System Department of Risk Management or the System Department of Human Resources, coordinate representation in administrative hearings and litigation with the State's Attorney's Office and external counsel;
- Providing supervision to other attorneys and administrative personnel as assigned by the General Counsel;
- 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 draft ordinances and resolutions;
- Performs legal research and analysis; provides oral or written opinions on a variety of legal matters;
- Prepares 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;
- Supervises the System Director of Risk Management;
- Participates in the selection, assignment, development, and evaluation of subordinate personnel;
- Prepares regular or special legal reports;
- Participates in leadership and management conferences;



Typical Duties

- 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;
- Assists with CCHHS efforts during emergencies; and
- Performs other duties as requested and as directed by the General Counsel.

Reporting Relationship

Reports to the General Counsel to assist in providing legal advice and counsel to the Board of Directors and Leadership of CCHHS

Minimum Qualifications

- Graduation from an accredited School of Law with a Juris Doctorate (JD) degree
- A current and active license (in good standing) to practice law in the State of Illinois
- Five (5) years of experience in giving legal counsel and representation to health entities and/or health care providers or comparable corporate entities

Preferred Qualifications

- Experience working with health laws and regulations, Medical Staff by laws and employment matters

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and experience with legal principles applicable to health care, including administrative and constitutional law
- Knowledge and experience in negotiating and drafting contracts
- 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 provide leadership and effective supervision for staff
- Ability to work effectively as part of a multidisciplinary team
- Ability to engage in public relations with the media and the community
- 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.