



**Job Code:** 8015

**Grade:** 24

**HCWR:** Exempt

**Job Title**  
Chief of Staff

**Department**  
Administration

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

**Job Summary**

The Chief of Staff serves as an advisor to the Chief Executive Officer. Assists in developing and implementing policies, programs and other executive functions. Provides direction to the various departments under the jurisdiction of the Chief Executive Officer. Works directly with Senior Staff, Executive Leadership and Department Heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. May work directly with the County Board- and various elected officials in order to assist in problem solving and the efficient operation of CCHHS business. Supervises, instructs and directs the work activities of staff in the office of the Chief Executive Officer. Acts as a liaison to health related associations (i.e. Illinois Hospital Association, American Hospital Association, National Association of Public Hospitals and the National Association of Counties).

**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**

- Serves as liaison to the Cook County Board of Commissioners
- Responsible for special projects assigned by the CEO; managing assigned staff and supervising any projects as directed by the CEO
- Works with the General Counsel, as necessary, in order to address and respond to litigation and other legal and investigative matters
- Consults with the Chief Strategy Officer, the Director of Intergovernmental Affairs and the Executive Director of Communications to address legislative matters and communications issues
- Consults with the Chief Financial Officer and the Budget Director in the development and preparation of the annual budget for presentation the CCHHS Board of Directors and the Cook County Board of Commissioners

### **Reporting Relationship**

The Chief of Staff reports to the Chief Executive Officer.

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Five (5) years full-time work experience in a Government or Healthcare Field

### **Preferred Qualifications**

- Master's or Juris Doctorate Degree
- Experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency

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

- Knowledge of the policies, procedures and general practices encountered at a major healthcare institution and/or governmental entity
- Knowledge of the principles and techniques of office practices and procedures
- Sound judgment in making decisions, reorganizing established precedents and in meeting new problems



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

- Ability to maintain highly confidential material and information in the office of the Chief Executive Officer
- Diplomatic and maintains confidentiality in dealings with the County Commissioners, CCHHS Board of Directors, Executive/ Managerial Staff and Medical Staff, County employees, and the general public (hospital patients and their families)
- Excellent analytical, written and oral communications skills
- Ability to work effectively as part of a multidisciplinary team.
- Demonstrate the ability to work effectively with a diverse set of employees and with multiple disciplines in both clinic and administrative settings.
- Strong interpersonal skills
- Ability to establish strong working relationships and to communicate effectively
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint).
- Thorough knowledge of legal, regulatory, ethical, managerial, organizational requirements, principles and standards of care for hospitals and healthcare systems
- 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.**