



Job Code: 8026
Grade: 24
HCWR: N

Job Title
Associate Chief Human Resources Officer

Department
Human Resources

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

Job Summary

The Associate Chief Human Resources Officer (ACHRO) leads the Human Resources (HR) team and provides strategic counsel and direction to support and advance the mission and goals of Cook County Health (CCH). The ACHRO is responsible for strategic planning and the delivery of effective HR services for CCH. Develops improvement programs and initiatives, ensures compliance with state and federal laws and regulations, the CCH Employment Plan and the Joint Commission. Provides ongoing support and mentorship to HR leaders to prioritize efforts to encourage and empower staff. Collaborates with and supports leaders throughout CCH to cultivate a productive partnership with HR and to provide guidance on how to optimize staffing and encourage productive employee relations. The ACHRO leads the Human Resources department in the absence of the Chief Human Resources Officer (CHRO).

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

- Process Improvement
- In collaboration with the CHRO, discusses, plans, develops and implements process improvement programs and initiatives to support the strategic goals of CCH.
- Researches and prepares a strategic work force plan that represents best practices within the HR field and the Hospital industry.
- Leads the design, implementation, and monitoring of quality improvement and process management initiatives for HR functions to improve quality and efficiency, through team participation, data collection, and process change implementations.
- Researches opportunities to automate and streamline HR services.
- Compliance
- Oversees the implementation of the CCH Employment Plan. Ensures adherence to the Employment Plan. Ensures compliance with state and federal laws pertaining to HR law and regulations.
- Counsels HR Leadership and staff on how to best achieve and maintain Joint Commission compliance.
- Staff Management
- Oversees all HR functions including Operations, Talent Management/Recruiting & Selection, Classification & Compensation and Workforce Development.
- Provides ongoing support and mentorship to HR leaders and staff to ensure adherence to CCH's mission and vision and the department's strategic goals.
- Identifies training and development opportunities to empower and develop staff.
- In collaboration with the CHRO, conducts succession planning to cultivate and maintain employee engagement and investment.
- Works to establish, implement, and maintain a performance-based appraisal process for CCH employees and appropriate rewards and recognition programs.
- Budget
- Works closely with CCH Budget Department to form the HR budget.
- In collaboration with the CHRO, ensures adherence to the current budget and works to develop future financial forecast.
- Other General Human Resource Responsibilities



Typical Duties

- Collaborates with leaders throughout CCH and various Cook County agencies and entities.
- Regularly meets with CCH leaders to gauge department needs and offers guidance and HR support as necessary.
- Troubleshoots a variety of day-to-day issues, problems and concerns requiring direct and immediate intervention.
- Contributes to the ongoing and regular review of CCH personnel policies, Personnel Rules, and procedures.
- Oversees data management in support of HR functions. Establishes and revises practices to ensure the safeguarding and confidentiality of sensitive data and employee information.
- In collaboration with the CHRO, formulates strategic goals and objectives, developing timetables and responding to special needs and concerns.
- Performs other duties as assigned.

Reporting Relationship

Reports to the Chief Human Resources Officer.

Minimum Qualifications

- Bachelor's degree or higher from accredited institution
- Five (5) years of experience in Human Resources or a related field
- Two (2) years of experience in a leadership role
- Prior experience in planning, organizing and administering policy changes, programs and new initiatives
- Knowledge of federal and state HR related regulations and compliance

Preferred Qualifications

- Master's degree or other advanced degree in Human Resource Management, Industrial Relations, Business Administration, Public Administration, Sociology, Psychology, Political Science, Law, Labor Relations or related field
- Two (2) years of experience in organizational development and training
- Prior experience in healthcare
- Prior experience in a large municipal governmental setting
- Prior quality improvement and regulatory compliance experience
- Certification in Human Resources field

Knowledge, Skills, Abilities and Other Characteristics

- Strong interpersonal skills for building relationships with internal and external clients at all levels of the organization
- Demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Excellent written and verbal communication skills
- Analytical / problem solving skills
- Conflict management skills used in resolving daily issues and addressing discrepancies in HR practices or HR policy administration



Knowledge, Skills, Abilities and Other Characteristics

- Strong decision making skills used in resolving HR operating issues and establishing effective HR practices and policies
- Knowledge of budgetary aspects of classification and compensation
- High level skill and judgment in handling confidential matters requiring executive-level decision making and the ability to recommend and provide input relative to changes in related policy(ies)
- Detail oriented
- Flexibility and adaptability in performing work duties, managing multiple and competing priorities and coordinating diversified efforts
- Extensive and strong project management skills
- Strong knowledge of Microsoft Office Suite
- Ability to manage in a highly diversified union workforce
- Ability to lead organization wide culture change, organizational restructuring and operational process improvement efforts

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.