

# County of Cook

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 8070  
Grade: 24  
FLSA: Exempt

## STANDARD JOB DESCRIPTION

### JOB TITLE

**Director of Workforce Strategy & Talent Acquisition**

### Department

**Human Resources**

### Job Summary

The Director of Workforce Strategy & Talent Acquisition will manage directly and provide leadership in support of workforce planning and integration planning. The Director will ensure recruiting resources are allocated to support the most critical business initiatives in a unique environment that is monitored and regulated. The Director will own significant relationships with business and HR leaders and be accountable for Strategic Workforce Planning, Employment Branding, and Compliance tie to the strategic direction of the organization and out Mission. The Director will partner with the Organizational Development / Workforce Strategy team to assess future skill requirements and develop appropriate talent strategies. They will also work with business and HR leaders to translate organization strategies into human capital needs and overall strategic workforce plans to support the Cook County Health & Hospitals System (CCHHS).

This position is exempt from Career Service under CCHHS Personnel Rules.

### Typical Duties

#### General Administrative Responsibilities

##### Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

##### Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

## **Typical Duties (continued)**

### Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

### Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

## **Other Responsibilities**

### **Strategy**

- Develop and implement competitive external and internal strategic programs that strengthen our ability to attract, assess, select and integrate an optimal blend of skills across all types of labor (i.e. exempt, non-exempt, union, non-union, etc.) and deliver the desired results for top talent high quality hires
- Demonstrated business acumen by providing key employment metrics that link to business success measures
- Proven ability to measure the value of the staffing organization to the business and to execute actions to improve; cost per hire, hiring cycle time, quality of hire, revenue contribution for direct positions, affordability cost reductions, competitive hiring measures, measures of success regarding New Employee Onboarding by leaders and hires, 3/6 month engagement measure of new hires, and performance linkage to hiring criteria

### **Employment Brand**

- Develop and Implement Recruiting Communications Media plan that communicates the Employee Value Propositions why a candidate should choose CCHHS over their current employer and for their future career development
- Communicate company employment brand value to all talent pools
- Position CCHHS to become an Employer of Choice

### **Professional and Collaborative Relationships**

- Develop and maintain professional consultative relationships with business leaders and HR leaders through understanding of their business and identification of value add talent strategies
- Ability to implement through matrix operational relationships and delivery of high quality results
- Manage relationships with appropriate third-party organizations including contract negotiation and supplier management in order to meet talent acquisition goals
- Collaborates with other teams (i.e., Diversity, Labor Relations, Operations and Talent) to improve talent acquisition and staffing effectiveness

## **Typical Duties (continued)**

### **Analysis and Reporting**

- Leverage Human Resources systems and tools to provide recruiting, skills and workforce planning data and reports. Diagnose and implement plans to address deficiencies in consultation with business leaders. Regularly monitor and analyze recruiting, attrition, diversity, retention and other HR metrics
- Responsible for collection, analysis, and reporting of measurement data (cost per hire, time to fill, applicant flow data, attrition, etc.) for process improvement and performance management
- Effectively manage the productivity and efficiency of the hiring process
- Manage and work with a sourcer / recruiter / coordinator to expand CCHHS' pool of candidates
- Understand the true cost of hire with an eye to affordability and educate CCHHS leadership on appropriate investment of budget and resources

### **Talent Acquisition**

- Create, organize, and implement strategies and supporting initiatives that will improve the overall talent acquisition process and quality of hiring within CCHHS
- Design, develop, communicate and implement an integrated staffing strategy (Internal and External), with an emphasis on talent pipeline and feeder pool development
- Design and implement external candidate marketing and proactive recruiting programs and processes that attract, select and retain a qualified, diverse workforce. Utilize social networking tools as well as traditional sourcing techniques. Evaluate job postings, interviews and other internal talent recruitment and placement processes
- Assist with the development of on-boarding processes that support talent retention
- Develop hiring strategies and outreach programs that will enable critical roles and identify key hiring sources that will result in a sustainable talent pipeline
- Guide staffing team to build, develop and manage a network/database of key competition and talent worldwide utilizing and leveraging innovate techniques
- Manage search firm engagement for director level and below search assistance
- Supports HR Business Leaders on all staffing & succession planning activities in coordination with the Talent and Organizational Capabilities teams

### **Compliance**

- Ensure legal compliance in regard to all talent acquisition initiatives and related programs. Support the required government reporting, such as EEO reporting and Affirmative Action planning, and all documentation related to OFCCP compliance
- Maintain current knowledge of Shakman, legal, regulatory and compliance requirements and legislation
- Consult on appropriate use of selection methodologies, tools, and retention of documentation
- Work with other CCHHS Leaders to develop appropriate diversity staffing strategies

## **Reporting Relationships**

The Director of Workforce Strategy & Talent Acquisition reports to the Deputy Chief of Human Resources, working closely with HR Leaders and CCHHS Leadership from various entity(ies).

### **Required Minimum Qualifications**

- Bachelor's (or higher level) degree
- Five (5) years of progressive experience in workforce development, workforce planning, organizational design, talent acquisition and integration, with a minimum of three (3) years' experience in the development and delivery of talent initiatives
- Five (5) years' experience in data analysis and interpretation
- Three (3) years' experience in a management role
- Three (3) years' experience with online applicant tracking systems

### **Preferred Qualifications**

- Prior experience in strategic planning capacity
- Prior experience working for a government agency
- Prior experience working in a union environment
- Prior experience in health care, pharmaceuticals, health insurance and/or health care associations
- Prior health care regulatory experience (i.e., Joint Commission, OSHA, etc.)
- Ability to bring people and concepts together while reconciling differences and managing relationships
- Staffing and recruitment experience

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

- Positive interpersonal skills and the ability to build relationships with key leaders and managers
- Familiar with quality and productivity tools
- Strong project management skills
- Ability to prepare departmental budget
- Excellent communication skills to prepare written materials, correspond with administrative personnel, hospital personnel and the general public
- Ability to provide supervision, guidance and direction to staff
- Ability to work with a diverse employee population
- Ability work well under pressure
- Demonstrates respect and sensitivity for cultural diversity and working with employees, co-workers, patients, clients of diverse backgrounds
- Analytical skills; problem-solving skills
- Strong decision making skills; ability to discern and selectively communicate critical information
- Attention to detail
- Work to deadlines
- Proficient in Microsoft Office products
- Flexibility and adaptability in performing work duties
- Ability to analyze data and provide recommendations
- Full understanding of regulatory and compliance requirements and ability to guide others in their application
- Ability to work independently through the completion of projects and assignments
- Strong organizational skills

**Physical and Environmental Demands**

This position functions 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.

**Working Conditions and Physical Demands**

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

**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.**

Approval:

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Gladys Lopez  
Chief Human Resources Officer

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Date