

County of Cook

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



Job Code: 8074
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE
Executive Director of Government Affairs

DEPARTMENT
Administration

Job Summary

Serves as the in-house governmental affairs and legislative advisor to the Chief Executive Officer (CEO) regarding federal, state or local legislative matters and initiatives. Serves as the CEO's in-house liaison to the various federal, state or local elected officials and offices. Coordinates the Cook County Health & Hospitals System's (CCHHS) approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the System's position. Works with County lobbyists in advocating for CCHHS' interests with State and Federal agencies and legislative bodies. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for (CCHHS) relative to such legislation and provides responsive information to the CEO and the Board.

Will be in regular contact with and advise the CEO and key leaders within the organization regarding matters involving Intergovernmental Affairs.

Manages the Director of Policy in connection with developing and implementing policy approaches that address health equity and the needs of 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 CHHS' 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

Typical Duties (continued)

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

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

- May write legislative analysis' for proposed legislation regarding bills that will affect the respective Department; advises Health System Management and the Board of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation
- Develops fiscal analysis with supporting data to be submitted to the CEO, Chief Strategy Officer and Health System Board. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the Health System
- Reviews Federal and State legislation to research availability of grant programs that may be of interest to the Health System
- Directs, coordinates and supervises the legislative efforts. Researches various legislative initiatives
- Participates and assists in the development of other confidential papers and reports as directed
- Effectively recommends and provides data to the CEO, Chief Strategy Officer, Chief of Staff and Board to assist in setting policy and making decisions concerning legislative initiatives

Reporting Relationships

The Executive Director of Government Affairs reports to the Chief Executive Officer.

Required Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree
- Five (5) years' work experience for a legislative body or government setting
- Three (3) years' experience in government relations, legislative affairs and policy, public policy or health administration

Preferred Qualifications

- 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

- Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues
- Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers
- Ability to lead and cooperate on team projects
- Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget
- Skill in legislative writing and analysis as well as grant research and writing
- Ability to read and analyze a large volume of bills and resolutions
- Knowledge of political processes in State and County government
- Experience in dealing with legislators and elected officials
- Ability to read and analyze a large volume of bills and resolutions
- Knowledge of political processes in State and County government
- Skilled dealing with legislators and elected officials

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 80% 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:

Dr. John Jay Shannon
Chief Executive Officer

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date