

County of Cook

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



Job Code: 8076
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE
General Counsel

Department
Administration

Job Summary

Provides legal advice and counsel to the Board and Management of the Cook County Health and Hospitals System (CCHHS). Provides professional legal support in areas of non-malpractice “open assignments” and miscellaneous legal inquires and requests. Attends and/or monitors litigation events (dispositions, trials, hearings, etc.) and organizes and analyzes related information. Performs research and analysis on a variety of legal issues and creates and executes routine legal documents and correspondence. Provides interpretation and opinions of various laws, ordinances, regulations, and internal and external policies. Reviews and/or drafts all contracts, affiliation agreements, joint venture agreements, etc. Researches issues pertaining to health law, labor law and other areas of law. Drafts legal documents and correspondence; drafts and reviews various forms as required for institutional business purposes. Attends and monitors litigation events, organizes and analyzes related information. Assists, as necessary, the States Attorneys’ Office, County Inspector General, or Legal Office of the Cook County President with various matters. Conducts or participates in training on various legal matters for the System’s Board, Management, and/or Staff. Responds to subpoenas and requests for information and records, serves as the organization’s formal “FOIA” contact. Coordinates certain internal hearings, assures institutional policies are adhered to and due process is achieved.

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 CHHSS' 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

- Provides legal advice in a variety of matters pertaining to the executive function as well as department and agency functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law
- Informs the Board of any changes in Healthcare Reform
- Helps formulate and define legitimate and appropriate positions to be taken by the Board and Hospital Management. Conducts legal research pertaining to health law, labor law and other areas of law; and advises as necessary or requested
- Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies
- Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern
- May assist departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc.
- Handles special projects of specific purposes and confidential nature as required
- Assists in drafting, reviews and/or drafts ordinances, agreements, contracts, policies, procedures and other relevant documentation
- Responds to requests for information to support representation during dispositions, trials, hearings, etc.
- Participates in training on various legal matters for the Board, Management, and/or staff
- Serve as a Freedom of Information Officer and Open Meetings Act designee
- Performs other duties as assigned to support CCHHS

Reporting Relationships

The General Counsel directly to the Chief Executive Officer with dual reporting to the CCHHS Board Chair.

Required Minimum Qualifications

- Graduation from an accredited school of law, with a Juris Doctorate degree
- Maintain and provide proof of a current State of Illinois Law License in good standing
- Minimum of ten (10) years of legal experience, with at least three (3) years of recent legal work experience within the healthcare industry, either as in house counsel or external legal resource to client healthcare organizations

Preferred Qualifications

- Prior supervisory or managerial experience
- Excellent writing and communication skills
- Experienced in negotiating and drafting various legal agreements and ability to coordinate litigation efforts

Knowledge, Skills, Abilities and Other Characteristics

- Possess excellent communication skills and the ability to effectively and persuasively communicate complex legal issues
- Possess leadership and motivational skills necessary in dealing with co-workers, clients and others; ability to understand and interpret work roles and labor agreements as applied to the delegation of work assignments
- Ability to clearly articulate complex legal issues and analysis orally and in writing. Ability to manage and control the allocation of available resources to achieve projects and goals. Working knowledge in the areas of labor relations, grants and contracts, and/or corporate compliance
- Knowledge in the areas of labor relations, grants, contracts, corporate compliance and healthcare reform statutes and mandates
- Excellent verbal and written communication skills necessary to communicate complex legal issues effectively and persuasively with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Strong customer service and empathy skills
- Demonstrate leadership and motivational skills
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to manage and control the allocation of available resources to achieve projects and goals
- Ability to understand and interpret work roles and labor agreements
- Ability to prioritize, plan and organize projects and tasks

Knowledge, Skills, Abilities and Other Characteristics (continued)

- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged

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:

Dr. John Jay Shannon
Chief Executive Officer

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date