



Job Code: 8089

Grade: 24

HCWR: Exempt

Job Title

Senior Labor & Employment Counsel

Department

Human Resources

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

Job Summary

Responsible for directing the labor and employment relations functions and activities of the Cook County Health & Hospitals System (CCHHS) including establishing organizational policies in support of CCHHS' Mission and the strategic plan / direction. Represents CCHHS in labor and employment. Acts as counsel to CCHHS Administrators, department heads and supervisors on labor and employment related matters. Works with outside counsel, elected officials and department heads in matters associated with arbitrations and other labor and employment related matters. Works closely with the Cook County Bureau of Human Resources' Deputy Chief of Labor Relations and Cook County Bureau of Human Resources' Senior Labor Counsel in labor negotiations with collective bargaining groups affecting CCHHS employees. Consults with the Chief Human Resources Officer, CCHHS General Counsel, Cook County Deputy Chief and Cook County Senior Labor Counsel in matters of highest confidentiality. Manages the CCHHS Labor staff.

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

- Assumes primary responsibility of representing CCHHS in labor and employment-related matters including but not limited to arbitration matters; conducts all arbitration related activities and acts as liaison between management, outside legal counsel, labor unions and arbitrators in order to fully represent CCHHS' and Cook County's interests at arbitration
- Reviews collective bargaining agreement, CCHHS policies, procedures, Personnel Rules and regulations pertaining to all labor and employment related matters
- Analyzes the collective bargaining agreements to develop interpretation of intent, spirit and terms of the contracts
- Collaborates with management on proposals and identifies, on behalf of CCHHS, the appropriate direction as it pertains to operational matters specific to CCHHS
- Provides counsel and guidance to the Chief of Human Resources, System Administration, Department Heads and supervisors related to collective bargaining agreement provisions, CCHHS Personnel Rules, discipline and other matters affecting CCHHS employees
- Works with the Cook County Department of Human Resources' Deputy Chief of Labor and Cook County Department of Human Resources' Senior Labor Counsel in negotiations and the formulations, implementation and enforcement of labor and employment policies for CCHHS and in doing so, is responsible for matters of the utmost confidentiality
- Reviews labor and employment matters including but not limited to discipline, displacements, layoffs, recalls, work rules, etc.
- Settles disputes that arise over displacements, layoffs, promotions, etc. that were based on seniority rights
- Prepares statistical reports using records of actions taken concerning grievances, arbitration and medication cases and related labor relations activities to identify trends, areas that need attention, etc.
- Monitor the implementation of policies concerning wages, hours and working conditions to ensure compliance with terms of collective bargaining agreements
- Responsible for overseeing the day-to-day operations of CCHHS' Labor team, directing and supervising the Labor team staff

Reporting Relationship

The Senior Labor & Employment Counsel reports to the Chief Human Resources Officer.



Minimum Qualifications

- Graduation from an accredited law school as a Juris Doctor
- Licensed to practice law in the State of Illinois
- Seven (7) years prior work experience in labor relations, human resources, litigation or other related field
- Prior work experience in a unionized environment
- Excellent interpersonal, oral and written communications skills

Preferred Qualifications

- Ten (10) years prior work experience in labor relations, human resources, litigation or other related field
- Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health & Hospitals System
- Prior experience in a hospital, medical center, health care organization or related industry

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of and ability to litigate and resolve complex labor disputes at arbitration and through negotiations
- Ability to evaluate issues and grievances set for arbitration, gather evidence, conduct legal research, prepare witness testimony, enter into settlement discussions, if applicable and conduct arbitrations on those issues and grievances
- Knowledge of the rules of evidence, civil procedure and trial advocacy
- Knowledge of or ability to quickly and effectively understand and utilize CCHHS policies, protocols and technical vernacular used throughout each union labor agreement with Cook County
- Ability and skill to work directly and independently with elected officials, department heads, outside counsel and labor groups to arrive at negotiated settlements in a wide range of matters, including salaries, benefits and working conditions
- Ability and skill to resolve labor/management contractual disputes
- Ability and skill to analyze labor agreements and effectively interpret the terms, conditions and intent represented therein
- Ability and skill in the use of diplomacy and confidentiality while communicating with arbitrators, attorneys, elected officials, department heads, management, employees and union officials
- Ability and skill to communicate effectively with tact and courtesy to conduct oneself in a professional manner. Good communication skills, good negotiation skills and ability to convey information and explain or describe Cook County and/or CCHHS policies and procedures to others
- Strong interpersonal skills; demonstrated ability to work well with organizational leadership and member of the community to establish relationships and communicate sensitive information
- Demonstrates respect and sensitivity for cultural diversity and working with employees, co-



Knowledge, Skills, Abilities and Other Characteristics

workers, patients, clients of diverse backgrounds

- Strong writing skills with a demonstrated ability to prepare written material for internal or external use
- Analytical skills; problem-solving skills
- Conflict management skills
- Strong decision making skills; ability to discern and selectively communicate critical information
- Attention to detail
- Work to deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Knowledge of specific software program; strong knowledge of Microsoft Office Suite and other publication software
- Ability to work independently through the completion of projects and assignments
- Strong organizational skills

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.