

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



Job Code: 8120
Grade: 24

Standard Job Description

Job Title
Operations Counsel

Department
Administration

Job Summary

Under the direction of the Deputy Chief Executive Officers, acts as internal legal advisor to CCHHS Leaders in operational matters and to the Chief Human Resources Officer in policy and employment matters. Will also work closely with the Cook County Health and Hospitals System's (CCHHS) General Counsel's office. Will provide assistance in interpreting legal ramifications of proposals, policy directives and other actions planned or undertaken by CCHHS. Works with the State's Attorney's Office as necessary in order to evaluate employment litigation, responds to document requests, prepares for matters related to administrative review and addresses opinions related to federal, state or local legislation in connection with employment-related matters.

Consults with the Office of the Cook County State's Attorney as required. Advises Senior Leaders regarding important legal and employment matters as well as litigation. Researches and drafts policies and procedures, as necessary. May assist in the negotiation and drafting of various contracts.

Under the direction of the Chief Human Resources Officer, develops and/or amends existing internal employment policies based on subject matter research. Drafts proposed policy changes for approval and distributes approved communication to the appropriate internal sources. Serves as liaison between CCHHS and the Cook County Bureau of Human Resources to develop new policies based on existing and changing local, state or federal laws. Ensures consistency with CCHHS' Employment Plan and Supplemental Policies.

Also under the director of the Chief Human Resources Officer, is responsible for and manages CCHHS' Leave Administration Program, including worker's compensation and all disability claims.

Supports CCHHS management in matters related to the discipline and separation of non-union personnel.

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

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals

Discipline

- Document, recommend and effectuate discipline at all levels

General Administrative Responsibilities continued

- 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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies and practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

- Provides legal advice regarding operational matters
- Helps formulate and define legitimate and appropriate positions to be taken by Senior Leaders
- Conducts legal research and advises as necessary or requested
- Acts in tandem, when necessary, with legal advisors in the State's Attorney's Office
- Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern
- Handles special projects of specific purposes and confidential nature
- Reports matters of legal relevance to Senior Leaders
- Develops, manages and evaluates CCHHS policy activities and initiatives in relation to employment law mandates
- Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame
- Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources employment matters
- Works closely with the Chief Human Resources Officer and General Counsel to ensure consistent policy development
- Coordinates with management to review employee policies
- Identifies current research tools/methodologies to develop best practices for policy formation and adherence.
- Maintains working knowledge of significant or potential employment law developments and identifies their impact on CCHHS
- Serves as liaison between CCHHS' Human Resources Department, General Counsel's office the rest of the organization to develop and communicate policy changes based on research of current and impending employment laws.
- Researches and analyzes changes in laws and drafts internal policies based on findings.

Typical Duties continued

- Serves as Human Resources lead on implementing policies, developing training programs and participating in training events
- Provides current updates and emerging issue briefings to the Deputy Chief Executive Officers
- Answers all employment policy inquiries by management, employees and external agencies
- Complies all employment law policies and maintains electronic database of current and historic policies for reference
- Conducts the research of existing or impending employment laws affecting CCHHS
- Attending internal training seminars as the subject matter expert
- Ensures policies are communicated to all employees in an effective and timely manner
- Manages and updates all CCHHS leave policies to ensure compliance with federal, state and local laws as well as applicable County ordinances
- Ensures CCHHS management is trained and knowledgeable on CCHHS' Leave Program and corresponding laws, policies, Collective Bargaining provisions, etc.
- Works with the County's Department of Risk Management and CCHHS' EEO team in connection with worker's compensation / duty disability claims

Reporting Relationships

The Operations Counsel will support and report to the Deputy Chief Executive Officer of Finance and Strategy as well as the Chief Executive Officer of Operations with a dotted line reporting to the Chief Human Resources Officer for employment related matters

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 human resources, employment litigation or other related field
- Prior work experience in a unionized environment
- Prior supervisor or managerial experience
- Excellent interpersonal, oral and written communications skills

Preferred Qualifications

- Ten (10) years prior work experience in human resources, employment 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

- Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County
- Knowledge of transactional legal experience
- Skilled in drafting various legal agreements and ability to coordinate litigation efforts
- Knowledge of federal, state and local regulations
- Skills in researching and interpreting employment law
- Ability and skill in the use of diplomacy and confidentiality
- Ability and skill to communicate effectively with tact and courtesy to conduct oneself in a professional manner.
- Knowledge of employment laws

Knowledge, Skills, Abilities and Other Characteristics continued

- Thorough and extensive knowledge of the ADA and FMLA
- Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings
- Good communication skills, good negotiation skills and ability to convey information and explain or describe CCHHS policies and procedures to others
- Strong interpersonal skills; demonstrated ability to work well with organizational leadership to establish relationships and communicate sensitive information
- Demonstrates respect and sensitivity for cultural diversity and working with employees, co-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.

Approval:

Dr. John J. Shannon
Chief Executive Officer

Date

Approval:

Barbara Pryor
Deputy Chief of Human Resources

Date

