



Job Code: 8120
Grade: 24
HCWR: N

Job Title
Operations Counsel

Department
Administration

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

Job Summary

The Operations Counsel acts as internal legal advisor to Cook County Health (CCH) Leaders in operational matters and to the Chief Human Resources Officer in policy and employment matters. Will provide assistance in interpreting legal ramifications of proposals, policy directives, and other actions planned or undertaken by CCH. 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. Advises Senior Leaders regarding important legal and employment matters as well as litigation. Researches, advises on, and drafts policies and procedures, as necessary. May assist in the negotiation and drafting of various contracts.

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

- 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 CCH 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/designee to ensure consistent policy development
- Serves as liaison between the CCH Human Resources Department and the rest of the organization to develop and communicate policy changes based on research of current and impending employment laws.
- Coordinates with management to review employee policies
- Serves as liaison between CCH 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 the CCH Employment Plan and Supplemental Policies
- Supports the CCH Leave Administration Program, including worker's compensation and all disability claims
- Supports CCH management in matters related to the discipline and separation of personnel
- Maintains working knowledge of significant or potential employment law developments and identifies their impact on CCH
- Researches and analyzes changes in laws and drafts internal policies based on



Typical Duties

findings Works with HR on implementing policies, developing training programs and participating in training events

- Provides current updates and emerging issue briefings to the General Counsel and to the Chief Human Resources Officer/designee
- Answers all employment policy inquiries by management, employees and external agencies
- Conducts the research of existing or impending employment laws affecting CCH
- Attending internal training seminars as the subject matter expert
- Ensures policies are communicated to all employees in an effective and timely manner
- Collaborates and provides guidance on all CCH leave policies to ensure compliance with federal, state and local laws as well as applicable County ordinances
- Ensures CCH management is trained and knowledgeable on the CCH Leave Program, corresponding laws, and policies

Reporting Relationship

Reports to General Counsel - CCHHS with matrix reporting to the Chief Human Resources Officer/designee

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

- Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government and the Cook County Health
- 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
- Thorough and extensive knowledge of the ADA and FMLA



Knowledge, Skills, Abilities and Other Characteristics

- 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 CCH 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.