



Job Code: 8164

Grade: 24

HCWR: N

Job Title

Associate General Counsel, Health Plan Services
and Special Projects

Department

Legal and Risk Management

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

Job Summary

The Associate General Counsel, Health Plan Services and Special Projects provides day-to-day legal support with a substantial focus on contract drafting and negotiation of vendor contracts, provider arrangements and plan regulatory addenda for Cook County Health (CCH). The Associate General Counsel, Health Plan Services and Special Projects participates in oversight and governance meetings as requested by Health Plan Services leadership. Additionally, the Associate General Counsel, Health Plan Services and Special Projects offers advice and guidance to CCH Board of Directors, the Chief Executive Officer, executive and medical leadership and CCH managers on legal issues arising in the operation of Health Plan Services and its various services lines, CCH managed care initiatives, and special projects.

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 advice, guidance, and assistance to CCH Board of Directors, the Chief Executive Officer, the Chief Administrative Officer, Health Plan services, executive and medical leadership and CCH managers
- Provides assistance and guidance over special projects as assigned
- Reviews, drafts, and advises on agreements and contracts and related operational documents such as scopes of work and requests for proposals
- Researches laws, regulations, rules, policies and guidelines affecting health plans and units of local government
- Drafts template agreements and provides continuous improvement of standard form agreements and legal processes
- Develops and ensures compliance with CCH policies, special projects, and internal contract review and tracking processes
- Collaborates with General Counsel in analyzing complex transactions and identifies legal issues that may impact County providers and its hospitals system
- Collaborates with General Counsel to engage and manage outside counsel
- Oversees the work of other CCH attorneys to the extent they are engaged to perform Health Plan Services work
- Performs other matters as assigned by the General Counsel

Minimum Qualifications

- Graduation from an accredited law school with a Juris Doctorate (J.D.) degree
- A current and active license (in good standing) to practice law in the State of Illinois
- Five (5) years of experience as an attorney giving legal counsel and representation to health care entities, health care providers and health plans through a law firm or in-house setting
- Prior experience working with and knowledge of State Medicaid and Medicare plans, including the state and federal regulations applicable to those plans

Preferred Qualifications

- Three (3) years of experience as an attorney representing health plan clients
- Prior experience implementing or supporting an existing value-based care arrangement or accountable care organizations



Preferred Qualifications

- Prior experience and knowledge of commercial health plan products
- Prior experience with governmental contracting and/or local rules and ordinances affecting Cook County
- Prior experience with negotiating third-party administrator, pharmacy, technology and other vendor agreements
- Prior experience with and knowledge of federal fraud, waste, and abuse laws

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of local, state and federal laws and regulations applicable to health plan products
- Excellent client management and problem-solving skills with a capacity to make decisions and give advice, which demonstrates an understanding of overall business objectives
- Ability to draft agreements with and without existing templates
- Ability to execute multiple time-sensitive contracts and other assignments with minimal supervision and with short deadlines
- Ability to work effectively as part of a multidisciplinary team and manage a high volume of work

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.