



**Job Code:** 8182

**Grade:** 24

**HCWR:** N

**Job Title**

Operations Counsel, EEO Officer

**Department**

Administration

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

**Job Summary**

The Operations Counsel (EEO) acts as the Equal Employment Opportunity (EEO) Officer for CCH and an internal legal advisor to CCH Leaders for operational matters and implementing a compliant EEO process. Also provides oversight of EEO related matters to the Chief Human Resources Officer/designee and HR team. Will provide assistance in interpreting legal ramifications of proposals, policy directives, and other actions planned or undertaken by CCH particularly around equal employment opportunity, employment accommodation, and diversity laws. 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 EEO policies and procedures, as necessary.

**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**

- Is the subject matter expert on employment laws related to equal employment opportunities, the American with Disabilities Act, and other related labor laws that impact CCH employees
- Works closely with the CCH HR EEO team regarding violations of CCH EEO policies and procedures
- Collaborates with and provides guidance to CHRO/designee and Director of Employee Health Services/designee on EEO, accommodation, and return to work initiatives, policies, and practices
- Coordinates compliance with federal, state, and local non-discrimination laws and regulations
- Provides legal advice regarding operational and employment matters
- Ensures CCH compliance with anti-discrimination laws related to gender, race, origin, nationality, marital status, and other legally protected categories.
- Helps formulate and define legitimate and appropriate positions to be taken by Senior Leaders
- Conducts legal research and advises as necessary or requested to ensure compliance with federal, state, and local non-discrimination statutes
- 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 and diversity or equal employment opportunities
- Collaborates with the Chief Equity and Inclusion Officer/designee, Chief Human Resources Officer/designee, and other leaders about equal employment opportunity initiatives at CCH
- Leads and manages the research and analysis required to produce policy memos and key reports on Human Resources employment and diversity matters
- Works closely with the Human Resources Department 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 and legal changes Related to equal employment laws and affirmative action policies and practices



### **Typical Duties**

- Coordinates with management to review employee policy implementation
- 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
- Collaborates with Cook County Bureau of Human Resources when complaints or allegations overlap with grievances, arbitrations, and other labor-related contracts and procedures
- Ensures consistency with the CCH Employment Plan and Supplemental Policies
- Supports the CCH Leave Administration Program, including worker's compensation and all disability claims
- Maintains working knowledge of significant or potential diversity and employment law developments and identifies their impact on CCH
- Works with CCH Human Resources on implementing policies, developing training programs, and participating in training events designed to promote diversity and to prohibit discrimination and sexual harassment in the workplace
- Works with managers and leaders to enact proactive employment practices designed to increase compliance with all diversity harassment laws, regulations, and requirements
- 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
  - Attends internal training seminars as the subject matter expert
- Ensures policies are updated and communicated to all employees in an effective and timely manner
- Works with the County's Department of Risk Management and CCH EEO team in connection with worker's compensation / duty disability claims
- In conjunction with Cook County's Bureau of Human Resources, files EEO 4 Report and other similar reports required by local, state, or federal law
- Oversees investigations of charges of discrimination, harassment, and retaliation filed with the EEOC or comparable local and federal agencies; serves as the subject matter expert during the investigative process; preserves and maintains all records relating to complaints received and investigations conducted

### **Reporting Relationship**

Reports to the General Counsel - CCHHS with matrix reporting to the Chief Human Resources Officer or 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, at least three (3) years of which are directly related to equal employment opportunity work
- 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
- 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.**