



Job Code: 8193

Grade: 24

HCWR: N

Job Title

Chief Legal Officer

Department

Legal and Risk Management

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

Job Summary

The Chief Legal Officer will provide legal advice and counsel to the Board and Cook County Health (CCH) Leadership over matters concerning litigation, regulatory compliance, and government relations. Leads the strategic development of business strategies and other aspects of corporate governance. Collaborates with the States Attorneys' Office, the Office of the Independent Inspector General for Cook County, and Legal Office of the Cook County Office of the President regarding various matters. The Department responds to subpoenas and requests for information and records, as well as serves as the organization's formal "FOIA" contact. Coordinates certain internal hearings and assures adherence with institutional policies, rules, regulations and other State and Federal laws.

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

- Leads the strategy for all CCH legal matters
- Oversees the delivery of legal services and resources to accomplish corporate goals, strategies, and priorities
- Advises the Board and CCH Leadership on a variety of issues, including any changes due to healthcare reform
- Reviews, analyzes, and responds to correspondence pertaining to a variety of legal matters
- Develops and recommends strategic business solutions
- Collaborates with internal audit and corporate compliance offices
- Maintains proper corporate interactions with the relevant local, state, and federal governmental bodies, legislatures, and the community at large
- Manages a team of corporate counsel and other members of the legal department
- Leads the development and implementation of the general management policy as a member of the executive management team
- Provides guidance to departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements
- Participates in training on various legal matters for the Board, Management, and/or staff
- Oversees the Freedom of Information Officer
- Performs other duties as assigned to support CCH

Minimum Qualifications

- Juris Doctorate (JD) degree from an accredited college or university
- Active and current State of Illinois Law License in good standing
- Ten (10) years of legal experience, with at least five (5) years of recent legal experience within the healthcare industry
- Three (3) years of leadership experience in a law firm, as In House Counsel, or in a hospital or healthcare system
- Experienced in negotiating and drafting various legal agreements and ability to coordinate litigation efforts

Preferred Qualifications

- Legal experience in a unionized healthcare environment



Preferred Qualifications

- LLM or higher in healthcare law
- Legal experience with managed care organizations, rules, and regulations

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge in the areas of labor relations, grants, contracts, corporate compliance and healthcare reform statutes and mandates
- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrated ability to build effective teams and to lead, mentor and develop management
- Ability to clearly articulate complex legal issues and analysis orally and in writing.
- Ability to manage and control the allocation of available resources to achieve projects and goals.

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.