



Job Code: 9197

Grade: 23

HCWR: N

Job Title

Assistant Employment Counsel

Department

General Counsel

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

Job Summary

Under direction, supports Operations Counsel as internal legal advisor to CCH Leadership on employment policy and laws. 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. Researches 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 employment and operational matter.
- 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.
- 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.
- Develops and/or amends existing internal employment policies based on subject matter research.
- Assists with the research and analysis required to produce policy memos and key reports on Human Resources/employment matters.
- Works closely with Operations Counsel and Human Resources Leadership to ensure consistent policy development.
- Assists Operations Counsel as liaison between the CCH Human Resources Department and the rest of the organization to develop, draft, and communicate policy changes based on research of current and impending employment laws.
- Assists Operations Counsel 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 all employment laws.
- 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 CCH.
- Supports CCH management in matters related to the discipline and separation of non-union personnel.
- Collaborates with Human Resources on implementing policies, developing training programs and participating in training events.



Typical Duties

- Supports Operations Counsel in providing current updates and emerging issue briefings to the General Counsel-CCHHS and to Human Resources Leadership.
- Answers employment policy inquiries by management, employees and external agencies
- Complies with all employment law policies.
- Attends internal training seminars as the subject matter expert.
- Supports Operations Counsel to ensuring CCH management is trained and knowledgeable on the CCH Leave Program and corresponding laws, policies, Collective Bargaining provisions, etc.
- Works with the County's Department of Risk Management and CCH EEO team in connection with worker's compensation / duty disability claims.

Minimum Qualifications

- Graduation from an accredited law school as a Juris Doctor
- Licensed to practice law in the State of Illinois or ability to obtain the State of Illinois license within six (6) months after starting employment
- Excellent interpersonal, oral and written communications skills (may be asked to provide a writing sample)

Preferred Qualifications

- Prior work experience in human resources, employment litigation, or other related field
- Knowledge of the law pertaining to local or county government in Illinois, particularly with respect to Cook County government and Cook County Health
- Prior experience in a hospital, medical center, health care organization or related industry
- Has taken a law school employment law class

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of federal, state and local employment laws and regulations
- Knowledge of specific software program; strong knowledge of Microsoft Office Suite and other publication software
- Familiarity with the ADA and FMLA
- Skills in drafting various legal agreements
- Skills in researching and interpreting employment law
- 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
- Strong analytical and problem-solving skills



Knowledge, Skills, Abilities and Other Characteristics

- 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
- Ability to work independently through the completion of projects and assignments
- Strong organizational skills
- 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. RM
- Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame

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.