

**OFFICE OF THE COOK COUNTY  
RECORDER OF DEEDS**

**Human Resources**

118 N. Clark Street, Room 230  
Chicago, IL 60602  
(312) 603-5095

**STANDARD JOB DESCRIPTION**

**Chief of Human Resources Division**

Job Code:	Department Budget No.:
Job Title:	Position I.D. No.: 9501876
Salary Grade:	Shakman Status:
Department: Human Resources/Payroll	

**Job Summary**

The Chief of Human Resources is responsible for overall management and supervision of Cook County Recorder of Deeds Human Resources Division ("HRD"). The Chief of Human Resources consults with and advises the Recorder of Deeds relative to the development, implementation and promulgation of personnel policies and procedures affecting Cook County Recorder of Deeds employees. The Chief of Human Resources consults with the Recorder and his/her staff and advises department heads regarding a wide range of Human Resources issues. This position is also responsible for overseeing the fair and effective implementation of the Cook County Recorder of Deeds Employment Plan and compliance with court directives relating to the Shakman Decree. This position exercises discretion and judgment in handling sensitive personnel matters and union issues. The Chief of Human Resources is responsible for monitoring CCRD's compliance with the Cook County Recorder of Deeds Employment Plan and the CCRD Policy and Procedures Manual, and is responsible for identifying changes and improvements to those documents where appropriate. The Chief of Human Resources has ultimate responsibility for the implementation of the hiring process for Shakman exempt and non-exempt employees and is responsible for determining whether to suspend or terminate a hiring process and/or enact other remedial measures in connection with a hiring sequence.

**Essential Job Duties**

- Responsible for the overall supervision of the Human Resources Division and all Human Resources employees.
- Prioritizing human resources-related projects based on the programmatic goals of the Recorder.
- Manages sensitive negotiations with labor unions in conjunction with Labor Counsel.

- Consults with the Recorder and other senior staff regarding adequate staffing levels for carrying out the Recorder's policy and program initiatives.
- Oversees the safeguarding of employment records, including employee personnel files, for Shakman exempt and non-exempt employees.
- Develops, implements and promulgates personnel policies and procedures that conform with the Cook County Recorder of Deeds Employment Plan and best practices relating to human resources management.
- Consults with appropriate CORD personnel in conducting reviews and revisions of job descriptions.
- Ensuring CCRD's compliance with the Cook County Recorder of Deeds Employment Plan and the CORD Policy and Procedures Manual, and identifying changes and improvements, where appropriate.
- Ensures compliance with recognized county, state and federal laws pertaining to terms of employment and evaluates human relations and work related problems that adversely affect employee morale and productivity.
- Confers with the Deputy Recorder of Finance and other budget-related staff regarding aspects of wage and salary administration, payroll management, and formulation of the budget.
- Works in conjunction with Labor Counsel to oversee disciplinary and counseling actions to assure compliance with the Cook County Recorder of Deeds Employment Plan and the CORD Policy and Procedures Manual.
- Delegates duties and responsibilities as necessary to enhance the effectiveness and efficiency of the Human Resources Division.

#### **Knowledge, Skills, Abilities and other Characteristics**

- Thorough knowledge of, or ability to, quickly grasp federal, state and county laws, regulations, and ordinances governing employment in the public sector and the various legal relationships between employer and employee.
- Extensive knowledge of human resources administration and personnel management, particularly within the context of a governmental setting.
- Ability to communicate clearly and effectively with CCRD employees and staff, labor union representatives, and other concerned parties.
- Ability to interpret legal and/or other official language and explain it to others.
- Ability to plan, organize and administer policy changes, programs and new initiatives relating to the various areas of personnel management.
- Understanding the budgetary aspects of organizing, developing, training, classifying and compensating the CORD workforce.

- Knowledge of principles and practices of public agency human resources.
- Ability to work collaboratively with administrative, supervisory, technical and professional staff in the coordination and/or delivery of services as provided by the Human Resources Division.
- Knowledge of benefit administration.
- Ability to maintain confidentiality of employees' personal information.

#### **Minimum Qualifications**

- A Bachelor's degree or higher from an accredited college or university; AND
- Five (5) years of experience in Employment Benefits and/or Human Resources at least three (3) years of which was in a managerial capacity OR
- Eight (8) years of experience as an attorney working in the areas of labor and/or employment law at least three (3) years of which was in a managerial capacity.

#### **Preferred Qualifications**

- Ten (10) or more years of full-time work experience in either Employment Benefits and/or Human Resources or as an attorney working in the areas of labor and/or employment law.
- Five (5) years of work experience in a managerial capacity either in Human Resources or as an attorney working in the areas of labor and/or employment law.

**The Duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

**THIS POSITION IS EXEMPT FROM THE GENERAL HIRING PROCESS AND THE SHAKMAN SUPPLEMENTAL RELIEF ORDER. AS SUCH, POLITICAL REASONS OR FACTORS MAY BE UTILIZED FOR ALL EMPLOYMENT ACTIONS RELATED TO THIS POSITION.**