



DEPUTY ASSESSOR OF HUMAN RESOURCES

Department:	Human Resources and Payroll	Job Code:	5786
Grade:	24	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor of Human Resources is responsible for the overall management and direction of the Human Resources Department including, Payroll and Learning and Development. The Deputy Assessor of Human Resources' duties include ensuring the human resource department adheres to the Employment Plan, Employee Handbook and employment related policies. The Deputy Assessor of Human Resources oversees the Director of Human Resources who has direct oversight of the work performance of the Department staff as well as addressing and resolving staff concerns and questions, issuing performance evaluations and initiating disciplinary action, and ensuring policy compliance. In addition, the Deputy Assessor of Human Resources consults with, advises the Assessor relative to the development, promulgation, and implementation of the personnel policies, and practices affecting all Assessor's Office employees. The Deputy Assessor of Human Resources defines and leads the design, implementation, management of performance evaluations of the CCAO, fosters an organization-wide environment of continuous learning and performance accountability, and collaborates with key stakeholders to identify learning needs and strategic priorities. The Deputy Assessor of Human Resources incorporates industry best-practices pertaining to adult/workforce learning and development and ensures regulatory compliance related to workforce training. The Deputy Assessor of Human Resources provides direction and leadership to the office in creating and promulgating policies that affect long range personnel planning in order to meet the strategic goals of the Office. The Deputy Assessor of Human Resources assures that activities and results are consistent with the Assessor's Office mission, goals, and objectives, as well as employment law, rules, regulations and policies. The Deputy Assessor of Human Resources advises the Assessor on human resources policies and personnel issues which require the Assessor's deliberation and approval. The Deputy Assessor of Human Resources reviews employment actions to confirm the fair and effective implementation of personnel rules and policies and compliance with the Office's Employment Plan and Handbook. The Deputy Assessor of Human Resources advises on labor relations matters and issues that arise through the union. The Deputy Assessor of Human Resources ensures the confidentiality of employment, hiring, discipline and related activities.

Essential Job Duties

- Consults regularly with the Assessor and Deputy Assessors to discuss, plan, develop and implement policies and programs for the improvement of personnel effectiveness as they pertain to the management of the Office's Human Resources capacity.
- Works with the Director of Human Resources to develop a strategic recruitment, hiring and

retention plan for the Office.

- Identifies the effectiveness of CCAO's personnel policies and procedures and recommends changes where appropriate.
- Authorizes personnel appointment, classification and wage adjustments, and other personnel actions pursuant to CCAO's Employment Plan.
- Ensures personnel issues are appropriately addressed and reflect consistent application of CCAO's policies and employment law standards.
- Together with the Human Resources staff, provides counseling, assistance and advice regarding human resources issues to CCAO's supervisors, works to resolve employee relations issues, and conducts investigations (when appropriate).
- Ensures that all CCAO practices and actions related to the Office's human resources are consistent with CCAO mission, goals, and objectives, as well as all applicable employment laws, rules, regulations and policies (in conjunction with the Legal Department).
- Acts as hearing officer in Step 2 grievance matters.
- Works with the Chief Deputy Assessor to develop, promulgate and implement the policies and practices of CCAO related to human resources, including, but not limited to, time and attendance, code of conduct, discipline and disciplinary process, reasonable accommodations and light duty assignments or other appropriate policies and practices.
- Works with the Director of Learning and Development to develop policies to ensure that training, recruitment and on-boarding of employees is policy compliant and develop a team-oriented culture.
- Oversees the administration of matters such as job classification, recruitment, hiring and selection, employee assistance, Family and Medical Leave Act administration, labor-management relations, employment processing, payroll, time and attendance, and overtime.
- Works with the Director of Compliance to ensure that all employment and disciplinary matters are handled in compliance with CCAO's Employment Plan, Employee Handbook and all related court directives.
- Conducts or oversees investigations into allegations of workplace sexual harassment, violence in the workplace and other workplace employment actions that are not within the investigatory authority of the Director of Compliance or an external agency.
- Conducts or oversees investigations into alleged violations of the Employee Handbook and implements discipline pursuant to the Employee Handbook.
- Reviews activities of the Human Resources staff and ensures the appropriate maintenance of all records and files related to the operation of CCAO's Human Resources.
- Ensures staff productivity and development, promotes good morale, and establishes performance measures of reporting staff.
- Conducts performance evaluations of Human Resources employees.
- Ensures that activities and results are consistent with the CCAO's mission, goals, and objectives.

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.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree.
- Ten (10) years of full time experience working in human resources administration, personnel management, and/or employee relations.
- Five (5) years of full time work experience managing or supervising employees.

OR

- Master's or Juris Doctorate degree.
- Five (5) years of full time work experience in human resources administration, personnel management, employee relations, or law.
- Three (3) years of full time work experience managing or supervising employees.

Preferred Qualifications

- Master's degree in Business Administration.
- Three (3) years of work experience in operations, public administration.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, county and local employment and labor laws, rules and regulations.
- Knowledge of CCAO procedures related to CCAO operations, functions and activities, or the ability to gain such knowledge.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Excellent interpersonal skills in dealing with other governmental agencies, co-workers, staff, and the public.
- Strong research and writing skills, including the composition of letters, memoranda and reports.
- Strong negotiation and critical thinking skills.
- Proficient with Microsoft Office suite (Word, PowerPoint, Excel and Teams).
- Experience in a unionized environment.
- Ability to interpret and apply CCAO policies, procedures, practices and guidelines consistently.
- Ability to lead and cooperate on specific projects related to the human resources functions of the CCAO.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to address complex issues regarding the labor and human resources functions of the CCAO.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Ability to establish and meet CCAO and departmental deadlines, production goals, and effectively utilize time with limited oversight.
- Ability to interact with the general public, providing guidance and information on the CCAO policies and procedures.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.

- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: December 7, 2022