



**DIRECTOR OF HUMAN RESOURCES**

Department:	Human Resources and Payroll	Job Code:	7729
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Shakman Exempt	FLSA Status:	Exempt

**Job Summary**

Reporting directly to the Deputy Assessor of Human Resources, the Director of Human Resources supervises, directs, plans and is responsible for the overall management and direction of the human resources functions of the Cook County Assessor’s Office (CCAO). The Director’s duties include direct oversight of the Human Resources Generalists addressing and resolving HR staff concerns and questions, issuing performance evaluations, initiating disciplinary action to HR or other CCAO staff as appropriate, and ensuring good customer service. The Director of Human Resources oversees the hiring sequences conducted by Human Recourses Generalists in accordance with the Plan and Handbook, and is available to assist when staffing or hiring needs require. In addition, the Director of Human Resources consults with and advises the Deputy Assessor of Human Resources regarding the development, promulgation and implementation of personnel policies and practices affecting all CCAO employees. The Director of Human Resources advises the Deputy Assessor of Human Resources or other executive management on policy matters and best practices for human relations. The Director of Human Resources coordinates the annual performance review process for the CCAO, works with supervisors and management to enforce disciplinary action, and reviews employment actions to confirm the fair and effective implementation of personnel rules and policies and compliance with CCAO's employment plan and other court directives. The Director of Human Resources ensures the confidentiality of employment, hiring, discipline and related activities.

**Essential Job Duties**

- Assists the Deputy Assessor of Human Resources to develop, promulgate and implement the policies and practices of CCAO related to human resources, including, but not limited to, policies regarding time and attendance, code of conduct, discipline and disciplinary process, reasonable accommodations and light duty assignments, developing strategic hiring and retention plan for the Office.
- Oversees the administration of matters such as job classification, recruitment, classification and compensation, hiring and selection, employee assistance, Family and Medical Leave Act administration, labor - management relations, employment processing, time and attendance, and overtime.
- Provides counseling, assistance and advice regarding human resources issues to CCAO's supervisors, works to resolve employee relations issues, and conducts investigations when appropriate.
- Works with the Director of Compliance to ensure that all employment actions including hiring and disciplinary matters are handled in compliance with CCAO’s Employment Plan and Employee Handbook.
- Ensures personnel issues are appropriately addressed and reflect consistent application of CCAO's policies and are compliant with federal, state and local laws and regulations.

- Conducts or assists with 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.
- Oversees or conducts investigations into alleged violations of the Employee Handbook and implements discipline pursuant to the Employee Handbook.
- Works with the Director of Learning and Development to coordinate Human Resources trainings required by the Employment Plan.
- Oversees and directs the staffing and daily operations of Human Resources, assigning special projects as needed.
- 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 Department.
- 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.
- Administers CCAO policy and procedures, ensures that human resources staff is adequately trained to perform essential job duties, and works with the Director of Learning and Development to provide training to reporting staff.

**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.
- Seven (7) years of full-time experience working in human resources administration, personnel management, and/or employee relations.
- One (1) year of full-time work experience managing or supervising employees.

**OR**

- Master's degree in Business Administration or a Juris Doctorate degree.
- Three (3) years of full-time work experience in human resources administration, personnel management, employee relations, and/or employment law/labor relations legal experience.
- One (1) year of full-time work experience managing or supervising employees.

#### **Preferred Qualifications**

- Three (3) years of work experience in, operations, public administration, or government.
- Experience utilizing HRIS, electronic time keeping, and learning management systems

#### **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, function, activities, or the ability to gain such knowledge.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s), or the ability to gain such knowledge quickly
- Excellent interpersonal skills in dealing with other governmental agency executives and staff,

as well as 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 at Microsoft Office suite (Word, PowerPoint, Teams and Excel).
- Experience in a unionized environment.
- Ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines.
- Ability to lead and cooperate on specific projects related to the human resources functions of the Office.
- 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: November 21, 2022