



## COOK COUNTY, ILLINOIS

### Labor Liaison Officer Opportunity in Chicago

Cook County's Bureau of Human Resource is seeking a Labor Liaison Officer to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the general supervision of the Senior Labor Liaison Officer acts as a liaison with union representatives on behalf of County management during contract negotiations and documents proceedings. Assists Senior Labor Liaison Officer with collective bargaining issues and works with the Senior Labor Liaison Officer and Director of Labor (or designee) in determining negotiation positions, policies and strategy. Under the general supervision of the Senior Labor Liaison Officer, acts as a spokesperson on behalf of the County during contract negotiations and impact bargaining sessions. Coordinates and attends strategy meetings, negotiation sessions, and assists in the compilation of County negotiation proposals. Documents all management and union negotiation proposals, maintains control of all tentative agreements in negotiations, and works with counsel and union representatives to compile the union contracts. Prepares union contracts and wage scales for Board approval. Directs and coordinates implementation of wage components with appropriate County departments and offices as necessary. Provides assistance to Labor Counsel, the Assistant State's Attorneys outside counsel, union representatives and other entities regarding various labor related issues including wage scale and rate implementation, impact bargaining, contract implementation, and dues deductions. Maintains databases, records, and information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information. Consults with Senior Labor Liaison Officer, the Director of Labor and counsel in matters of highest confidentiality and effectively recommends policy changes and courses of action in connection therewith.

#### How do I apply?

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

**When are Resumes due?**

Until Filled.

**SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

**Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

**Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

# COUNTY OF COOK



**Bureau of Human Resources**  
**118 N. Clark Street, Room 840**  
**Chicago IL 60602**

**Job Code:** 0790  
**Job Title:** Labor Liaison Officer  
**Salary Grade:** 21  
**Bureau:** Human Resources  
**Department:** Human Resources  
**Dept. Budget No.** 1032  
**Position I.D.** 9500661  
**Shakman Exempt**

## Characteristics of the Position

### General Overview

Under the general supervision of the Senior Labor Liaison Officer acts as a liaison with union representatives on behalf of County management during contract negotiations and documents proceedings. Assists Senior Labor Liaison Officer with collective bargaining issues and works with the Senior Labor Liaison Officer and Director of Labor (or designee) in determining negotiation positions, policies and strategy. Under the general supervision of the Senior Labor Liaison Officer, acts as a spokesperson on behalf of the County during contract negotiations and impact bargaining sessions. Coordinates and attends strategy meetings, negotiation sessions, and assists in the compilation of County negotiation proposals. Documents all management and union negotiation proposals, maintains control of all tentative agreements in negotiations, and works with counsel and union representatives to compile the union contracts. Prepares union contracts and wage scales for Board approval. Directs and coordinates implementation of wage components with appropriate County departments and offices as necessary. Provides assistance to Labor Counsel, the Assistant State's Attorneys outside counsel, union representatives and other entities regarding various labor related issues including wage scale and rate implementation, impact bargaining, contract implementation, and dues deductions. Maintains databases, records, and information from past grievance files, personnel records, salary grades of specific union job classifications and previous union labor agreement information. Consults with Senior Labor Liaison Officer, the Director of Labor and counsel in matters of highest confidentiality and effectively recommends policy changes and courses of action in connection therewith.

### **Key Responsibilities and Duties**

Performs research activities in conjunction with the Senior Labor Officer when necessary, related to contract negotiations for Deputy Chief of Human Resources/Director of Labor Relations, Labor Counsels, union representatives and individual County Departments whenever necessary.

Participates in collective bargaining negotiations as a representative for the County; collects and maintains control of proposals and tentative agreements and works with the Senior Labor Counsel, Director of Labor and counsel to identify issues and develop strategy for collective bargaining.

Works with the Senior Labor Liaison Officer and Deputy Director in determining negotiation positions, policies and strategy.

Assists the Labor Relations Department staff with grievance resolution and CBA disputes.

Conducts liaison activities between management and labor union representatives in order to identify and resolve disputes or contractual discrepancies.

Analyzes texts of collective bargaining agreements to ensure clarity of language and intent, and may make recommendations to Senior Labor Liaison Officer for contract language revisions.

May serve as informational resource for union contract negotiations by conducting research and furnishing reference documents and statistical data to the management negotiating team.

As directed by the Senior Labor Liaison Officer, assists in the resolution of unfair labor practice charges and arbitration cases.

As directed by the Senior Labor Liaison Officer assists with the implementation of terms and conditions of collective bargaining agreements; works closely with County departments, including Comptroller, Budget office, Enterprise Technology, and Human Resources to implement cost of living adjustments, reclassifications and salary upgrades, and other economic matters. Monitors and coordinates the timely preparation of Resolutions for the County Board and Health and Hospital System Board for approval of wages and contracts.

Prepares resolutions for the County Board and Cook County Health and Hospital System Board for approval of wages and contracts. Receives and reviews correspondence from various trade organizations regarding annual trade rate changes including prevailing rate.

### **Knowledge, Skills and Abilities**

Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County.

Knowledge of all Cook County labor relations functions, principles, techniques, contract terminology, office practices and procedures.

Thorough knowledge of business communication principles and techniques, contract terminology, office practices and procedures relative to labor relations.

Skill in resolving labor/management contractual negotiation disputes.

Skill in scrutinizing text of contractual labor agreements.

Skill in the use of the art of diplomacy and confidentiality with arbitrators, attorneys, County employees, County managerial personnel and union representatives.

Ability to conduct research functions for purposes of providing accurate documentation and statistical data for union contract negotiations.

Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree.

Three (3) years' work experience in Business Administration, Public Administration, Labor Relations, or related field.

**OR**

An equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in Business Administration, Public Administration, or Labor Relations, Juris Doctor or Paralegal Certificate.

Five (5) years' work experience in Business or Public Administration, Labor Relations or related field.

### **Physical Requirements**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.**