

**POSITION PROFILE**  
**LABOR LIAISON OFFICER**  
**COOK COUNN, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**

---

**UNDER THE**  
**PRESIDENT**

---

**JANUARY 2024**

## POSITION PROFILE

POSITION: Labor Liaison Officer

DEPARTMENT: Labor Relations

REPORTS TO: Senior Labor Liaison Officer

SALARY RANGE: \$76,337 - \$91,356

HOW TO APPLY: Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)

## OVERVIEW

The Bureau of Human Resources seeks a Labor Liaison Officer to serve as 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.

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.

## WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) — Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness](#) program.

YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



Please carefully review the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

## **SNAPSHOT OF COOK COUNTY:**

- 6 Serves 5.28 million residents of Chicago and its inner suburbs, a 2nd largest county in America.
  - a Larger than 27 states

Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades. a Nearly 80% unionized workforce  
15 unions were represented.

- o 63 separate collective bargaining agreements
- & 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.
- 6 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 Millennium 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 bicyclists.

## **ROLE SUMMARY**

Serve 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. Aids 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 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 an 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 grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County quickly and effectively.

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 the purpose 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:**

Possession of a bachelor's degree from an accredited college or university, PLUS 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:**

Possession of a 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 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.**

## **EMPLOYMENT TERMS**

---

**POST OFFER TESTING:** This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

**COVID-19 VACCINATION POLICY:** Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.