



## **NOTICE OF JOB AVAILABILITY**

### **Director of Compliance**

The Director of Compliance is a full-time, Shakman Non-Exempt position and his or her conditions of employment will not be subject to Political Reasons or Factors. The primary responsibilities of the position are to perform those tasks assigned to the Director of Compliance under the Assessor's Office Employment Plan and to coordinate and monitor the implementation of the Employment Plan, consistent with the Assessor's Orders on the prohibition of unlawful political factors in employment decisions. The Director of Compliance also has input into the development, revision, and implementation of the employment policies of the Assessor's Office as they relate to the Employment Plan, including relevant sections in the Employee Handbook and relevant Assessor's Orders on the prohibition of unlawful political discrimination. These responsibilities extend during and after judicial oversight under the Shakman Agreed Order of September 19, 2012.

The Director of Compliance will monitor activities pertaining to the employment of Shakman Exempt and Non-Exempt personnel in the Assessor's Office including, but not limited to, the hiring process, overtime, temporary assignments, discipline, time and attendance violations, layoff and recall, performance evaluations, performance improvement plans, interim assignment and interim pay, reclassification, and training. The Director of Compliance will review employment documents relating to Shakman Non-Exempt employment actions and recommend revisions. The Director of Compliance will prepare reports for the Assessor, the Assessor Compliance Administrator and the Court concerning Employment Plan and Employee Handbook issues.

#### **Essential Job Duties**

Key responsibilities and duties include, but are not limited to, facilitating compliance with the terms of the Employment Plan and relevant sections of the Employee Handbook, and taking appropriate action to report instances of Unlawful Political Contacts and Unlawful Political Discrimination including, but not limited to:

- Monitoring and auditing compliance with the Employment Plan;
- Accepting, investigating, and reporting on complaints related to the Employment Plan and relevant sections in the Employee Handbook, and accepting complaints on Unlawful Political Discrimination in Employment Actions;
- Forwarding final reports on investigations of complaints of alleged violations of the Employment Plan and relevant sections in the Employee Handbook to the Assessor, Assessor Compliance Administrator and Plaintiffs' Counsel;
- Conducting, supervising and monitoring training of supervisors, managers and directors within the Assessor's Office on compliance with the Employment Plan;

- Monitoring all facets of the Non-Exempt hiring process to identify and assess potential and existing problems, discrepancies and/or violations and reporting the results of such monitoring to the Assessor, the Chief Administrative Officer and the Chief Legal Officer;
- Monitoring the Exempt hiring process as provided in the Employment Plan;
- Monitoring all facets of other employment actions including, but not limited to, overtime, temporary assignments, discipline, time and attendance violations, layoff and recall, performance evaluations, performance improvement plans, interim assignment and interim pay, reclassification, and training, in order to identify and assess potential and existing problems, discrepancies and/or violations and reporting the results of such monitoring to the Assessor, the Chief Administrative Officer and the Chief Legal Officer,
- Providing the Assessor and the Assessor's Chief Deputy first-hand information, observations, assessments, and recommendations on the development, revisions and implementation of the Assessor's Office's employment policies and practices, noting any irregularities which may compromise the Assessor's Office's compliance with the Employment Plan, relevant sections in the Employee Handbook, Shakman Decree, while in effect, Agreed Order and other court-ordered directives;
- Preparing reports of complaints received and investigated to the Assessor and the Assessor Compliance Administrator;
- Maintaining and posting the Exempt List;
- Consulting with, advising and informing managers and employees involved in Employment Actions regarding the requirements of Shakman compliance, the Employment Plan and relevant sections in the Employee Handbook;
- Other related duties consistent with the Employment Plan, relevant sections in the Employee Handbook and the prohibition of unlawful political factors in the Assessor's employment actions.

**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.**

The Director of Compliance will exercise broad discretion and latitude in performing his or her duties when providing the Assessor, the Chief Administrative Officer and the Chief Legal Officer with information and suggestions aimed at preventing potential problems in the hiring, promotion, transferring and selection process. He or she must also use sound, professional judgment in the handling of highly confidential matters.

#### **Minimum Qualifications**

- Graduation from an accredited college or university with a Bachelor's degree.
- At least seven (7) years of full-time paid work experience in human resources, compliance, or employment law in the public or private sector.

#### **Preferred Qualifications**

- Graduation from an accredited college or university with a Master's degree or higher in Human Resources, Business, Public Administration, Labor Relations or related field, or a J.D. degree from an accredited law school and bar membership.

- At least ten (10) years of full time paid work experience in human resources, compliance or employment law.
- At least two (2) years full time paid work experience within the public sector.

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

- Must be computer literate, with skill and efficiency in preparing informative reports.
- Ability to communicate effectively both orally and in writing.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Knowledge of the Assessor's Office procedures, polices, practices and guidelines or the ability to gain such knowledge.
- Ability to effectively utilize time with limited oversight.
- Knowledge of Assessor's Office procedures related to Assessor's Office operations, function, activities and the property tax system or the ability to gain such knowledge.
- Working knowledge of the Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Ability to identify potential or existing irregularities and discrepancies in the selection, hiring, transfer, promotion or other employment actions and to demonstrate where the processes are working most effectively.
- Ability to analyze data and other reports and/or allegations of impropriety, thereby diagnosing problems and preparing possible solutions and action plans in a concise and accurate manner.
- Knowledge of all aspects of human resources administration and personnel management, particularly within the context of a municipal government setting.
- Experience with job classification, position descriptions, labor grievances and collective bargaining.
- Excellent listening skills, coupled with the ability to conduct interviews and interact effectively with employees at all levels, including managers and those just entering the work force.
- Knowledge of the employment and hiring practices and policies of the Assessor's Office.
- Ability to exercise discretion in handling highly confidential matters.
- Ability to demonstrate an objective and methodical approach in ascertaining all relevant facts in connection with investigating an issue.

### **REQUIRED SUBMISSIONS WITH APPLICATION**

- 1) Resume;
- 2) A list of all instances you have served as a candidate, officer, employee, or consultant of any partisan political organization or partisan politically affiliated group;
- 3) A list of any work you have done on behalf of any party, entity, or individual in connection with the Shakman litigation including the name of the entity or person you have worked for and a description of the work performed; AND

- 4) A list of any familial, business and /or professional relationship with any current Assessor employee including a description of the extent of any such relationship.

**ANNUAL SALARY:** Commensurate with Experience  
\$90,000-\$115,000

**METHOD OF APPLICATION:** Apply online at [www.cookcountyassessor.com](http://www.cookcountyassessor.com). Online submissions will close at 11:59pm on **February 24, 2019**. **You are required to upload the required submissions and your school transcripts at the time of application.**

Applications of eligible applicants will be retained for consideration for six months following receipt of application, or until this Notice of Job Availability is withdrawn, whichever occurs first.

The Office of the Cook County Assessor hires and promotes based on applicant qualifications and merit. The use of political factors as a condition of employment for the above job opportunity is prohibited. Any questions should be sent to the Director of Human Resources at 312-603-7934.

**THE COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER.**