



DAVID GOMEZ & ASSOCIATES, INC.

*Executive Search and Management Consultants*

## **ROLE DESCRIPTION**

### **COOK COUNTY HEALTH AND HOSPITALS SYSTEM DIRECTOR OF LABOR RELATIONS**

**LOCATION OF POSITION** 1900 West Polk, Chicago, Illinois 60612

**REPORTS TO** System Director of Human Resources

**NUMBER OF EMPLOYEES** 7,500

#### **DESCRIPTION**

The Cook County Health and Hospitals System (CCHHS), is made up of John Stroger Hospital, Provident Hospital, Oak Forest Hospital, the Ambulatory and Community Healthcare Network (ACHN), the CORE Center, Cermak Health Services, and the Cook County Department of Public Health.

The CCHHS is dedicated to providing personalized, caring, and efficient service to all patients. The Cook County Health & Hospitals System oversees a comprehensive, integrated system of healthcare throughout Chicago and suburban Cook County through its hospitals, ambulatory and community health network clinics, public health department, correctional healthcare facility, and outpatient infectious disease center. Providing their patients with the highest quality care and educating them on the best ways to improve their health and prevent disease will always be the goal of the CCHHS.

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

Reporting to the System Director of Human Resources, the Director of Labor Relations is responsible for directing the labor-management relations activities of the CCHHS and serving as the communication bridge between employees and management. This professional will be an integral part of the human resources team and specifically have responsibility for:

- Formulating and administering policy for subordinate managers of departments, such as employment, compensation, labor relations, and employee services, according to CCHHS' objectives, government regulations, and labor contract terms.
- Analyzing the collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract.
- Advising management and union officials in development, application, and interpretation of labor relations policies and practices.
- Arranging and scheduling meetings between grieving workers, supervisory and managerial personnel, and the business representative of the labor union to investigate and resolve grievances.
- Finding resolutions to disputes to avoid legal battles, strikes, or other disruptions.
- Preparing statistical reports, using records of actions taken concerning grievances, arbitration and mediation cases, and related labor relations activities, to identify problem areas.
- Monitoring the implementation of policies concerning wages, hours, and working conditions, to ensure compliance with terms of labor contract.

- Furnishing information, such as reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs, for use in review of current contract provisions and proposed changes.
- Representing management in labor contract negotiations.
- Providing background information to help prepare management for new contract negotiations.
- Helping resolve differing interpretations of the CCHHS' union contract.
- Settling disputes that arise over layoffs or promotions that are based on seniority rights.
- Writing directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits.
- Analyzing wage and salary reports and data to determine a competitive compensation plan.
- Studying legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Consulting legal staff to ensure that policies comply with Federal and State law.
- Developing and owning the labor strategy to at all times represent the CCHHS' best interests in all labor matters.

**REQUIRED QUALIFICATIONS**

- Bachelors degree from an accredited college or university.
- Ten to twelve (10-12) years experience in the areas of employee and labor relations.
- Demonstrated knowledge of federal and state employment laws.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication skills to prepare written materials, correspond with administrative personnel, hospital personnel and the general public.
- Highly developed interpersonal skills.
- Skilled in Microsoft Office Suites.
- Experience working in both union and non-union environments, ability to work in a dynamic, complex, and diverse work environment.
- Experience with change management, labor relations and negotiations, strategic planning and quality programs is required.
- Must be capable of handling highly confidential information and possess problem solving and conflict resolution skills.

**PREFERRED QUALIFICATIONS**

- Masters Degree strongly preferred
- Prior work experience in a unionized hospital system.

For confidential consideration, please contact:

--

**Christopher Gomez**  
**Search Consultant**  
**David Gomez and Associates, Inc.**  
**Email: [cgomez@dgai.com](mailto:cgomez@dgai.com)**