



POSITION DESCRIPTION

POSITION TITLE: Associate Chief Human Resources Officer, Talent Management

REPORTS TO: Chief Human Resources Officer

STAFF: 28

ORGANIZATION: Cook County Health

LOCATION: Chicago, IL

SUMMARY: The Associate Chief Human Resources Officer, Talent Management (ACHRO, TM) leads the Human Resources (HR) Talent Management team providing leadership and direction to support and advance the mission and goals of Cook County Health (CCH). The ACHRO, TM is responsible for strategic planning and the delivery of effective HR strategies overseeing talent acquisition, compensation, and operations for CCH. Develops improvement programs and initiatives, ensures compliance with state and federal laws and regulations, the CCH Employment Plan and the Joint Commission. Provides ongoing support and mentorship to HR leaders to prioritize efforts to encourage and empower staff. Collaborates with and supports leaders throughout CCH to cultivate a productive partnership with HR and to provide guidance on how to optimize staffing and encourage productive employee relations.

RESPONSIBILITIES:

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize, and complete disciplinary action pursuant to CCH system rules, policies, procedures, and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices

Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management



- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policy and procedure
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Talent Acquisition

- Drives robust and effective talent acquisition strategies across CCH including the development of hiring plans and talent attraction methods in partnership with leadership, hiring managers and internal talent team
- Spearheads end-to-end recruitment lifecycle including, multi-channel sourcing, screening, and reporting
- Optimizes hiring practices and guide leaders and hiring managers to attract, select, onboard, and retain highly skilled, diverse candidates
- Leverages internal tools and applicant tracking system to engage, track, share and report on recruiting efficiency and efficacy
- Creates talent analytics to track and trend hiring, retention and vacancy rates across CCH
- Devises talent outreach programs including internship programs, university/college visits, multicultural and industry career fairs

Compensation

- Creates, leads, and executes strategic broad-based incentive programs to meet the business objectives and enhance CCH's competitive advantage through the attraction and retention of top talent
- Provides partnership, education, and direction to the HR Business Partners on all compensation matters for the business areas you will support
- Creates streamlined and efficient compensation processes to ensure clear responsibilities between stakeholders and meeting compliance standards
- Utilizes competitive market data to proactively address compensation challenges that impact CCH
- Creates a short-term and long-term vision and execution strategy for CCH to become the employer of choice in the talent marketplace

HR Operations

- Manages process, approvals, and reporting for all hires (full-time and contractors)
- In close collaboration with leadership and HR functional leads, regularly identify gaps where talent processes should be improved, updated, or formalized and ensure workforce has necessary tools and training to adopt new processes
- Identifies systemic issues, single points of failure, areas of needless operational complexity, legacy bottlenecks, or institutionalized inefficiencies and drive strategy to address and streamline internal operations
- Ensures systems are in place to manage onboarding and offboarding for full-time hires and



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QUALIFICATIONS:

- Master's degree in Human Resources, Industrial Relations, Business Administration, or related field from an accredited college or university
- Professional in Human Resources (PHR) certification
- Certified Compensation Professional (CCP) certification
- Five (5) years of Human Resources experience in talent management with at least two (2) years of full scope compensation experience that includes data analytics
- Two (2) years of leadership experience
- Experience in project management with resource, workflow, and/or project management systems and tracking tools
- Strong knowledge and proven leadership in talent acquisition roles
- Understanding of and enthusiasm for working in fast-paced, project driven, and client-facing production/creative-focused environment
- Strong knowledge of Microsoft Office
- Strong communication skills and ability to collaborate cross-functionally
- Excellent organizational skills
- Strong problem-solving, critical thinking, and conflict management skills
- Demonstrated ability to partner effectively with broad range of senior leadership roles/styles and creative talent
- Ability to advocate for the company brand across numerous markets and professional communities while maintaining excellent relations with hiring managers, candidates, and the studio community
- Agile and flexible – able to prioritize, tackle diverse issues, juggle multiple high priorities in a fast-paced environment
- High interest in being part of and helping grow an entrepreneurial, creatively driven production capability
- High tolerance for timeline pressure, working under tight deadlines
- Financial acumen, ability to align workforce planning with financial targets

SALARY RANGE: \$178,000 - \$200,000

CONTACT:

Qualified candidates expressing interest in the opportunity, please submit a resume/CV and cover letter with **Associate Chief Human Resources Officer** in the subject line to **achro@carringtonandcarrington.com**