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BUREAU SUMMARY
 BUREAU OF HUMAN RESOURCES

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
032 - Department of Human Resources	2,368,470	3,264,600	3,097,253	3,097,253	(167,347)
019 - Employee Appeals Board	142,504	199,044	207,184	207,184	8,140
Corporate Fund Total	2,510,974	3,463,644	3,304,437	3,304,437	(159,207)
General Fund Total	2,510,974	3,463,644	3,304,437	3,304,437	(159,207)
Total Appropriations	2,510,974	3,463,644	3,304,437	3,304,437	(159,207)

SUMMARY OF POSITIONS

Department and Title	2009 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
032 - Department of Human Resources	44.6	39.5	39.5	(5.1)
Corporate Fund Total	44.6	39.5	39.5	(5.1)
General Fund Total	44.6	39.5	39.5	(5.1)
Total Positions	44.6	39.5	39.5	(5.1)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 BUREAU OF HUMAN RESOURCES

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	2,125,314	3,135,395	3,042,697	3,042,697	(92,698)
119/501190 Scheduled Salary Adjustment		34,896			(34,896)
133/501360 Per Diem Personnel	140,244	193,794	201,934	201,934	8,140
155/501420 Medical Practitioners As Required	60,753				
185/501810 Professional and Technical Membership Fees	510	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel	6,365	17,798	7,798	7,798	(10,000)
190/501970 Transportation and Other Travel Expenses for Employees	7,970	8,000	8,000	8,000	
Personal Services Total	2,341,156	3,391,383	3,261,929	3,261,929	(129,454)
Contractual Services					
225/520260 Postage	1,115	10,000	4,918	4,918	(5,082)
228/520280 Delivery Services	240	1,000	1,000	1,000	
240/520490 Printing and Publishing	2,026	5,050	5,050	5,050	
245/520610 Advertising For Specific Purposes	(168)	4,500	4,500	4,500	
260/520830 Professional and Managerial Services	49,090	69,228	59,557	59,557	(9,671)
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	2,260	5,000	5,000	5,000	
272/521050 Medical Consultation Services	200	6,000	6,000	6,000	
278/521200 Laboratory Related Services	6,606	7,500	7,500	7,500	
Contractual Services Total	61,369	108,278	93,525	93,525	(14,753)
Supplies and Materials					
350/530600 Office Supplies	22,914	30,000	23,000	23,000	(7,000)
353/530640 Books, Periodicals, Publications, Archives and Data Services	982	2,000	1,000	1,000	(1,000)
355/530700 Photographic and Reproduction Supplies	2,084	2,500	2,500	2,500	
360/530790 Medical, Dental, and Laboratory and Supplies	27,535	35,000	35,000	35,000	
388/531650 Computer Operation Supplies	1,909	3,500	3,500	3,500	
Supplies and Materials Total	55,424	73,000	65,000	65,000	(8,000)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	7,947	10,000	8,000	8,000	(2,000)
441/540170 Maintenance and Repair of Data Processing Equipment and Software		5,000			(5,000)
Operations and Maintenance Total	7,947	15,000	8,000	8,000	(7,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	4,992	12,800	12,800	12,800	
660/550130 Rental of Facilities	56,568	80,000	80,000	80,000	
Rental and Leasing Total	61,560	92,800	92,800	92,800	
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	(16,482)	(216,817)	(216,817)	(216,817)	
Contingency and Special Purposes Total	(16,482)	(216,817)	(216,817)	(216,817)	
Operating Funds Total	2,510,974	3,463,644	3,304,437	3,304,437	(159,207)
(715) Major Capital Equipment - Long Term Projects					
579/560450 Computer Equipment		2,000,000			(2,000,000)
		2,000,000			(2,000,000)
(717) New/Replacement Capital Equipment					
579/560450 Computer Equipment			43,646	43,646	43,646
			43,646	43,646	43,646
Total Capital Equipment Request Total		2,000,000	43,646	43,646	(1,956,354)

DEPARTMENT OVERVIEW

032 DEPARTMENT OF HUMAN RESOURCES

Department Mission

To attract and retain motivated, well qualified County employees who possess the appropriate degree of experience; to provide County executives with the personnel tools needed to deliver quality public service; to improve efficiency and customer service through technology and to enforce fair hiring and promotion practices for employees and job applicants, consistent with all federal, state and local statutes, ordinances and rules. In particular it is the goal of the Bureau to promote a work environment free from discrimination in all of its forms and one in which political reasons or factions play no role in hiring or other personnel decisions affecting non-policy making or confidential employees.

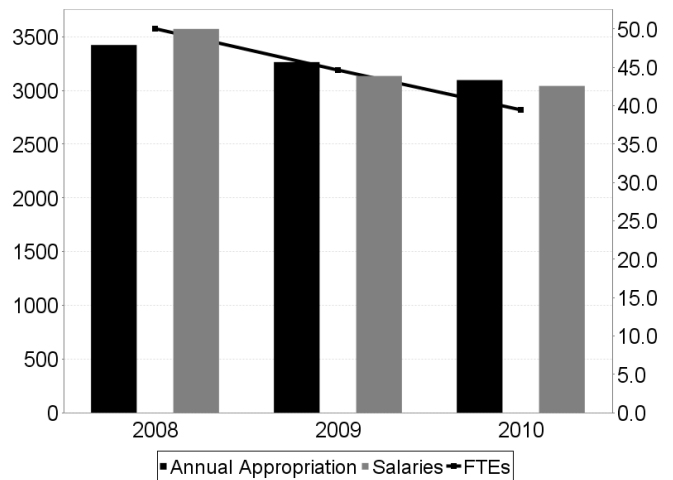
Goals and Objectives

- Negotiate and implement collective bargaining agreements in accordance with the Local Labor Relations Act.
- Recruit and retain the best qualified individuals for County employment.
- Ensure Cook County's personnel operations are in compliance with all federal, state, and local government legislation, ordinances and court orders.

Summary of Operations

Human Resources functions include selection, classification, compensation and administration. Under the terms of the Human Resources Ordinance, the Bureau is empowered to fulfill a number of specific duties. These duties include: Encouraging and shaping effective human resources management systems; Advising department heads, elected officials and the budget director regarding proper classification for the budget process; Managing position classification, salary administration, employee benefits, collective bargaining and labor management relations; Developing programs for recruitment, selection, promotion, performance management and training for employees under the jurisdiction of the President of the Cook County Board; and, Establishing and maintaining employment records for all County employees.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	3,423.8	3,264.6	3,097.3
Total	3,423.8	3,264.6	3,097.3
	Adopted	Adopted	Recommended
FTE Positions	50.0	44.6	39.5



Major Accomplishments

- Provided training to 2,096 employees of Cook County.
- Implemented 57 salary schedules as approved by the County Board of Commissioners in accordance with scheduled rate increases for 23,000 employees in 2,200 job classification titles.
- Screened and tracked over 13,000 applications. Hired over 1,200 eligible candidates.

Key Initiatives

- Establish an active recruitment process.
- Design and implement training programs to assist Departments in achieving their overall missions in a more efficient and cost effective manner.
- Implement electronic acceptance of employment applications during Fiscal Year 2010 through the World Wide Web, making Cook County employment opportunities more readily accessible.

Programs

The Bureau of Human Resources' duties and responsibilities are outlined in the Human Resources Ordinance which establishes a professional and progressive merit-based human resources management system. The Bureau is responsible for many rules and regulations in order to comply with judgments and mandatory legislation from the Federal, State and Local levels of government. These are Human Resources Ordinance, Shakman Consent Decree, Family & Medical Leave Act, Fair Labor Standards Act, American's with Disabilities Act, Federal Highway Administration and Department of Transportation Regulations, CC Public Safety Re-Entry Employment Project Ordinance, Federal Equal Employment Opportunity Legislation, Uniformed Services Employment and Re-employment Rights Act (USERRA), Immigration Reform and Control Act, Illinois Healthcare Workers' Act, Prevailing Wage Ordinance, Victims' Economic Security and Safety Act (VESSA), Cook County Residency Ordinance, State of Illinois Military Leave of Absence Act, and Cook County's Vehicle Ordinance Policy. The County's human resources rules and regulations establish a basic framework for selection that puts an emphasis on

career service and establishes uniform policies and procedures across the County's governmental personnel functions.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 032 - DEPARTMENT OF HUMAN RESOURCES

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	2,125,314	3,135,395	3,042,697	3,042,697	(92,698)
119/501190 Scheduled Salary Adjustment		34,896			(34,896)
155/501420 Medical Practitioners As Required	60,753				
185/501810 Professional and Technical Membership Fees	510	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel	6,365	17,798	7,798	7,798	(10,000)
190/501970 Transportation and Other Travel Expenses for Employees	7,970	8,000	8,000	8,000	
Personal Services Total	2,200,912	3,197,589	3,059,995	3,059,995	(137,594)
Contractual Services					
225/520260 Postage	1,115	10,000	4,918	4,918	(5,082)
228/520280 Delivery Services	240	1,000	1,000	1,000	
240/520490 Printing and Publishing	2,026	4,800	4,800	4,800	
245/520610 Advertising For Specific Purposes	(168)	4,500	4,500	4,500	
260/520830 Professional and Managerial Services	49,090	69,228	59,557	59,557	(9,671)
272/521050 Medical Consultation Services	200	6,000	6,000	6,000	
278/521200 Laboratory Related Services	6,606	7,500	7,500	7,500	
Contractual Services Total	59,109	103,028	88,275	88,275	(14,753)
Supplies and Materials					
350/530600 Office Supplies	22,914	30,000	23,000	23,000	(7,000)
353/530640 Books, Periodicals, Publications, Archives and Data Services	982	2,000	1,000	1,000	(1,000)
355/530700 Photographic and Reproduction Supplies	2,084	2,500	2,500	2,500	
360/530790 Medical, Dental, and Laboratory and Supplies	27,535	35,000	35,000	35,000	
388/531650 Computer Operation Supplies	1,909	3,500	3,500	3,500	
Supplies and Materials Total	55,424	73,000	65,000	65,000	(8,000)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	7,947	10,000	8,000	8,000	(2,000)
441/540170 Maintenance and Repair of Data Processing Equipment and Software		5,000			(5,000)
Operations and Maintenance Total	7,947	15,000	8,000	8,000	(7,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	4,992	12,800	12,800	12,800	
660/550130 Rental of Facilities	56,568	80,000	80,000	80,000	
Rental and Leasing Total	61,560	92,800	92,800	92,800	
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	(16,482)	(216,817)	(216,817)	(216,817)	
Contingency and Special Purposes Total	(16,482)	(216,817)	(216,817)	(216,817)	
Operating Funds Total	2,368,470	3,264,600	3,097,253	3,097,253	(167,347)
(717) New/Replacement Capital Equipment - 71700032					
579/560450 Computer Equipment			43,646	43,646	43,646
			43,646	43,646	43,646
(715) Major Capital Equipment - Long Term Projects - 71520630					
579/560450 Computer Equipment		2,000,000			(2,000,000)
		2,000,000			(2,000,000)
Total Capital Equipment Request Total		2,000,000	43,646	43,646	(1,956,354)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 032 - DEPARTMENT OF HUMAN RESOURCES

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Executive Office								
01 Administration - 0321416								
0721	Director of Human Resources	24	1.0	165,000	1.0	165,001	1.0	165,001
0724	Deputy Bureau Chief Human Resources	24	1.0	145,731	2.0	298,725	2.0	298,725
1031	Special Assistant	24	1.0	152,992				
0295	Administrative Analyst V	23	2.0	180,820	2.0	183,649	2.0	183,649
4894	Compliance Officer	23	1.4		0.5	33,303	0.5	33,303
0293	Administrative Analyst III	21	0.7			1		1
0051	Administrative Assistant V	20	1.0	58,212	1.0	59,512	1.0	59,512
0716	Personnel Analyst IV	19			1.0	68,196	1.0	68,196
0050	Administrative Assistant IV	18	2.0	132,237	1.0	66,258	1.0	66,258
			10.1	\$834,992	8.5	\$874,645	8.5	\$874,645
02 Employee Assistance Program - 0321281								
1508	Director of Employee Assistance Program	22	0.2			1		1
4180	Employee Assistance Counselor II	20	2.0	149,406	2.0	152,620	2.0	152,620
1509	Employee Assistance Counselor	18	3.0	187,892	3.0	192,181	3.0	192,181
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,620	1.0	57,620
			6.2	\$393,794	6.0	\$402,422	6.0	\$402,422
02 Labor/employee Relations								
02 Grievance Resolution - 0321283								
0722	EEO/AAP Program Officer	21			1.0	66,059	1.0	66,059
0764	Classification And Selections Analyst III	20	1.0	65,615				
4821	Labor Relations Rep I	20	1.0	61,189	1.0	62,506	1.0	62,506
0736	Labor Relations Analyst III	19	1.0	67,273	1.0	68,668	1.0	68,668
			3.0	\$194,077	3.0	\$197,233	3.0	\$197,233
03 Labor & Employee Relations Division - 0321284								
0738	Manager of Labor Relations	23	1.0	100,761	1.0	100,761	1.0	100,761
0790	Labor Liaison Officer	22	0.2			1		1
0737	Labor Relations Analyst IV	21	1.0	82,130	1.0	84,522	1.0	84,522
0050	Administrative Assistant IV	18	1.0	64,319	1.0	65,599	1.0	65,599
			3.2	\$247,210	3.0	\$250,883	3.0	\$250,883
04 Training and Employee Development - 0321417								
0295	Administrative Analyst V	23			1.0	97,609	1.0	97,609
0757	Manager of Examinations Selections	23	1.0	94,436				
0760	Manager of Training And Development	24	0.7	100,000	1.0	100,001	1.0	100,001
0048	Administrative Assistant III	16	1.0	49,379	1.0	50,285	1.0	50,285
			2.7	\$243,815	3.0	\$247,895	3.0	\$247,895
03 Classification/staffing								
02 Classifications and Examinations - 0321287								
0743	Manager of Classification And Compensation	23	1.0	88,949	1.0	91,214	1.0	91,214
0765	Classification And Selections Analyst IV	21	1.0	77,355	1.0	79,328	1.0	79,328
0051	Administrative Assistant V	20	1.0	63,999	1.0	64,000	1.0	64,000
0716	Personnel Analyst IV	19	1.0	56,779	1.0	57,075	1.0	57,075
4818	Recruiter II	18	0.7					
5253	Human Resource Analyst III	18			1.0	56,574	1.0	56,574
0705	Personnel Analyst III	17	2.0	104,340	1.0	48,656	1.0	48,656
0763	Classification And Selections Analyst II	17	1.0	54,483		1		1
0703	Personnel Analyst II	15				1		1
0762	Classification And Selections Analyst I	15	1.0	40,046				
			8.7	\$485,951	6.0	\$396,849	6.0	\$396,849
03 Recruitment - 0321288								

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 032 - DEPARTMENT OF HUMAN RESOURCES

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4820	Recruiting Manager	21	1.0	80,912	1.0	83,224	1.0	83,224
4819	Recruiter III	20	1.0	62,422	1.0	63,471	1.0	63,471
			2.0	\$143,334	2.0	\$146,695	2.0	\$146,695
04 Employment Records - 0321289								
0051	Administrative Assistant V	20	1.0	70,362	1.0	71,763	1.0	71,763
0717	Identification Technician	13	2.0	87,840	1.0	45,641	1.0	45,641
0046	Administrative Assistant I	12	1.0	40,649	1.0	40,650	1.0	40,650
0907	Clerk V	11				1		1
			4.0	\$198,851	3.0	\$158,055	3.0	\$158,055
05 Medical Unit - 0321290								
0050	Administrative Assistant IV	18	1.0	51,646				
0048	Administrative Assistant III	16	1.0	46,743	2.0	99,870	2.0	99,870
1951	Registered Nurse I	FA	1.0	77,742	1.0	77,743	1.0	77,743
1637	Attending Physician 7	K07	0.7	166,751	1.0	168,005	1.0	168,005
4822	Medical Unit Manager	21	1.0	70,362	1.0	71,877	1.0	71,877
			4.7	\$413,244	5.0	\$417,495	5.0	\$417,495
Total Salaries and Positions			44.6	\$3,155,268	39.5	\$3,092,172	39.5	\$3,092,172
Turnover Adjustment						(49,475)		(49,475)
Operating Funds Total			44.6	\$3,155,268	39.5	\$3,042,697	39.5	\$3,042,697

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 032 - DEPARTMENT OF HUMAN RESOURCES

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
K07	0.7	166,751	1.0	168,005	1.0	168,005
FA	1.0	77,742	1.0	77,743	1.0	77,743
24	3.7	563,723	4.0	563,727	4.0	563,727
23	6.4	464,966	5.5	506,536	5.5	506,536
22	0.4			2		2
21	4.7	310,759	5.0	385,011	5.0	385,011
20	8.0	531,205	7.0	473,872	7.0	473,872
19	2.0	124,052	3.0	193,939	3.0	193,939
18	7.7	436,094	6.0	380,612	6.0	380,612
17	3.0	158,823	1.0	48,657	1.0	48,657
16	3.0	152,618	4.0	207,775	4.0	207,775
15	1.0	40,046		1		1
13	2.0	87,840	1.0	45,641	1.0	45,641
12	1.0	40,649	1.0	40,650	1.0	40,650
11				1		1
Total Salaries and Positions	44.6	\$3,155,268	39.5	\$3,092,172	39.5	\$3,092,172
Turnover Adjustment				(49,475)		(49,475)
Operating Funds Total	44.6	\$3,155,268	39.5	\$3,042,697	39.5	\$3,042,697

DEPARTMENT OVERVIEW

019 EMPLOYEE APPEALS BOARD

Department Mission

The Employee Appeals Board is charged with hearing all appeals of any career service employee, not represented by a union, for disciplinary action relating to discharge, demotion or suspension for a period of more than ten (10) days, upon the request of the employee, to assure fair and equitable treatment of employees in a professional manner.

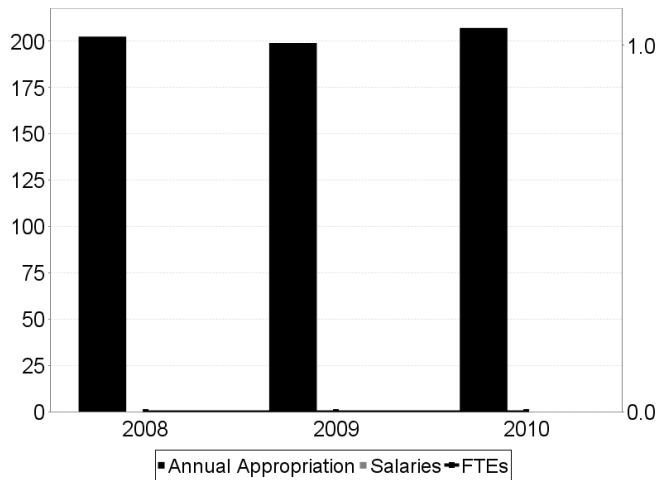
Goals and Objectives

- The Employee Appeals Members will continue to entrust their responsibility and obligations in settling disputes with fair and equal judgment.

Summary of Operations

The Employee Appeals Board consists of five (5) members appointed by the President of the County Board for a term of 6 years, or until their respective successors are appointed. The Employee Appeals Board conducts a hearing for all appeals by any career service employee not represented by a union, pertaining to discharge, demotion, or suspension for a period of more than 10 days or as assigned by the Bureau Chief of Human Resources for suspension of 10 days or less upon request of the employee.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	202.5	199.0	207.2
Total	202.5	199.0	207.2
	Adopted	Adopted	Recommended
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 019 - EMPLOYEE APPEALS BOARD

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
133/501360 Per Diem Personnel	140,244	193,794	201,934	201,934	8,140
Personal Services Total	140,244	193,794	201,934	201,934	8,140
Contractual Services					
240/520490 Printing and Publishing		250	250	250	
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	2,260	5,000	5,000	5,000	
Contractual Services Total	2,260	5,250	5,250	5,250	
Operating Funds Total	142,504	199,044	207,184	207,184	8,140