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BUREAU SUMMARY
 BUREAU OF HUMAN RESOURCES

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Corporate Fund				
032 - Department of Human Resources	3,418,752.69	3,335,745	2,772,606	(563,139)
019 - Employee Appeals Board	206,335.68	207,184	168,749	(38,435)
Corporate Fund Total	3,625,088.37	3,542,929	2,941,355	(601,574)
General Fund Total	3,625,088.37	3,542,929	2,941,355	(601,574)
Total Appropriations	3,625,088.37	3,542,929	2,941,355	(601,574)

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
Corporate Fund			
032 - Department of Human Resources	42.1	39.8	(2.3)
Corporate Fund Total	42.1	39.8	(2.3)
General Fund Total	42.1	39.8	(2.3)
Total Positions	42.1	39.8	(2.3)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 BUREAU OF HUMAN RESOURCES

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	3,198,858.34	3,281,189	2,557,298	(723,891)
133/501360	Per Diem Personnel	202,541.63	201,934	202,029	95
155/501420	Medical Practitioners As Required	7,209.72			
185/501810	Professional and Technical Membership Fees	160.00	1,500	250	(1,250)
186/501860	Training Programs for Staff Personnel	8,560.00	9,798	7,798	(2,000)
190/501970	Transportation and Other Travel Expenses for Employees	11,137.36	11,000	8,000	(3,000)
Personal Services Total		3,428,467.05	3,505,421	2,775,375	(730,046)
Contractual Services					
225/520260	Postage	2,516.10	3,918	3,500	(418)
228/520280	Delivery Services	169.22	400	400	
240/520490	External Graphics and Reproduction Services	2,275.05	3,050	1,250	(1,800)
245/520610	Advertising For Specific Purposes	220.00	2,500	500	(2,000)
260/520830	Professional and Managerial Services	51,545.50	59,557	35,000	(24,557)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	3,735.00	5,000	5,000	
272/521050	Medical Consultation Services	3,048.00	6,000	4,000	(2,000)
278/521200	Laboratory Related Services	7,544.94	11,500	7,500	(4,000)
Contractual Services Total		71,053.81	91,925	57,150	(34,775)
Supplies and Materials					
350/530600	Office Supplies	24,933.01	26,600	23,000	(3,600)
353/530640	Books, Periodicals, Publications, Archives and Data Services	984.05	1,000	1,000	
355/530700	Photographic and Reproduction Supplies	1,682.57	2,500	2,500	
360/530790	Medical, Dental, and Laboratory and Supplies	31,212.16	35,000	33,000	(2,000)
388/531650	Computer Operation Supplies	3,420.16	3,500	3,500	
Supplies and Materials Total		62,231.95	68,600	63,000	(5,600)
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	7,782.50	8,000	8,000	
Operations and Maintenance Total		7,782.50	8,000	8,000	
Rental and Leasing					
630/550010	Rental of Office Equipment	5,497.00	5,800	5,800	
630/550018	County Wide Canon Photocopier Lease			10,560	10,560
660/550130	Rental of Facilities	67,744.70	80,000	80,000	
Rental and Leasing Total		73,241.70	85,800	96,360	10,560
Contingency and Special Purposes					
814/580380	Appropriation Adjustments			(38,530)	(38,530)
818/580033	Reimbursement to Designated Fund	(17,688.64)	(216,817)	(20,000)	196,817
Contingency and Special Purposes Total		(17,688.64)	(216,817)	(58,530)	158,287
Operating Funds Total		3,625,088.37	3,542,929	2,941,355	(601,574)
(715) Major Capital Equipment - Long Term Projects					
579/560450	Computer Equipment	2,000,000.00	2,000,000		(2,000,000)
		2,000,000.00	2,000,000		(2,000,000)
(717) New/Replacement Capital Equipment					
579/560450	Computer Equipment	37,325.00	43,646		(43,646)
		37,325.00	43,646		(43,646)
Total Capital Equipment Request Total		2,037,325.00	2,043,646		(2,043,646)

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.

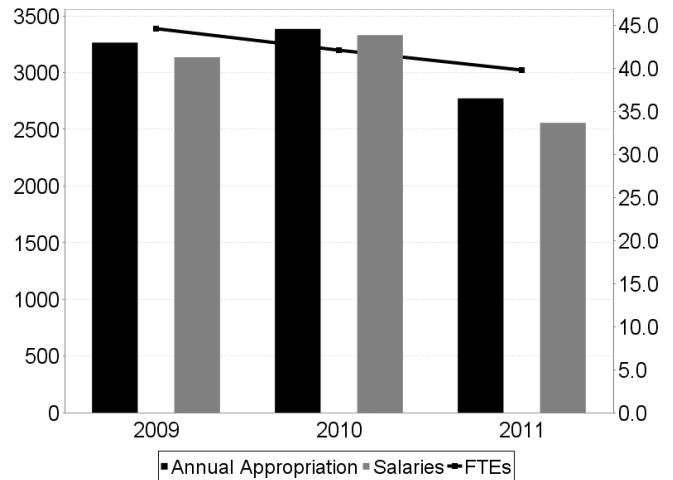
Goals and Objectives

- 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.

Fund Category	Appropriations (\$ thousands)		
	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	3,264.6	3,385.3	2,772.6
Total	3,264.6	3,385.3	2,772.6
	Adopted	Adopted	Adopted
FTE Positions	44.6	42.1	39.8



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.
- Continue implementation of electronic acceptance of employment applications 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	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	3,198,858.34	3,281,189	2,557,298	(723,891)
155/501420	Medical Practitioners As Required	7,209.72			
185/501810	Professional and Technical Membership Fees	160.00	1,500	250	(1,250)
186/501860	Training Programs for Staff Personnel	8,560.00	9,798	7,798	(2,000)
190/501970	Transportation and Other Travel Expenses for Employees	11,137.36	11,000	8,000	(3,000)
Personal Services Total		3,225,925.42	3,303,487	2,573,346	(730,141)
Contractual Services					
225/520260	Postage	2,516.10	3,918	3,500	(418)
228/520280	Delivery Services	169.22	400	400	
240/520490	External Graphics and Reproduction Services	2,216.00	2,800	1,000	(1,800)
245/520610	Advertising For Specific Purposes	220.00	2,500	500	(2,000)
260/520830	Professional and Managerial Services	51,545.50	59,557	35,000	(24,557)
272/521050	Medical Consultation Services	3,048.00	6,000	4,000	(2,000)
278/521200	Laboratory Related Services	7,544.94	11,500	7,500	(4,000)
Contractual Services Total		67,259.76	86,675	51,900	(34,775)
Supplies and Materials					
350/530600	Office Supplies	24,933.01	26,600	23,000	(3,600)
353/530640	Books, Periodicals, Publications, Archives and Data Services	984.05	1,000	1,000	
355/530700	Photographic and Reproduction Supplies	1,682.57	2,500	2,500	
360/530790	Medical, Dental, and Laboratory and Supplies	31,212.16	35,000	33,000	(2,000)
388/531650	Computer Operation Supplies	3,420.16	3,500	3,500	
Supplies and Materials Total		62,231.95	68,600	63,000	(5,600)
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	7,782.50	8,000	8,000	
Operations and Maintenance Total		7,782.50	8,000	8,000	
Rental and Leasing					
630/550010	Rental of Office Equipment	5,497.00	5,800	5,800	
630/550018	County Wide Canon Photocopier Lease			10,560	10,560
660/550130	Rental of Facilities	67,744.70	80,000	80,000	
Rental and Leasing Total		73,241.70	85,800	96,360	10,560
Contingency and Special Purposes					
818/580033	Reimbursement to Designated Fund	(17,688.64)	(216,817)	(20,000)	196,817
Contingency and Special Purposes Total		(17,688.64)	(216,817)	(20,000)	196,817
Operating Funds Total		3,418,752.69	3,335,745	2,772,606	(563,139)
(715) Major Capital Equipment - Long Term Projects - 71520620					
579/560450	Computer Equipment	2,000,000.00	2,000,000		(2,000,000)
		2,000,000.00	2,000,000		(2,000,000)
(717) New/Replacement Capital Equipment - 71700032					
579/560450	Computer Equipment	37,325.00	43,646		(43,646)
		37,325.00	43,646		(43,646)
Total Capital Equipment Request Total		2,037,325.00	2,043,646		(2,043,646)

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Executive Office						
01 Administration - 0321416						
0721	Bureau Chief	24	1.0	165,000	1.0	165,000
0724	Deputy Bureau Chief-Director of Exempt Administration	24	2.0	298,723	1.0	145,731
4894	Compliance Officer	24	0.7	73,500	0.5	49,143
5332	Director of Human Resources Information Systems	24	0.7	87,500		1
5333	Director Of Non-Exempt Administration	24	0.7	87,500	0.5	62,500
5427	Deputy Bureau Chief-Director of Labor Relations	24			1.0	149,363
0295	Administrative Analyst V	23	2.0	184,460	2.0	187,407
0293	Administrative Analyst III	21		1		1
0051	Administrative Assistant V	20	1.0	60,582	1.0	60,714
0716	Personnel Analyst IV	19	1.0	68,629	1.0	69,585
0050	Administrative Assistant IV	18	1.0	66,275	1.0	67,597
			10.1	\$1,092,170	9.0	\$957,042
02 Employee Assistance Program - 0321281						
1508	Director of Employee Assistance Program	22		1		1
4180	Employee Assistance Counselor II	20	2.0	155,484	2.0	155,702
1509	EMPLOYEE ASSISTANCE COUNSELOR	18	3.0	192,965	0.8	76,798
0048	Administrative Assistant III	16	1.0	57,634	1.0	58,797
			6.0	\$406,084	3.8	\$291,298
02 Labor/employee Relations						
02 Grievance Resolution - 0321283						
0722	EEOC/AAP Program Officer	21	1.0	66,938	1.0	67,801
4821	Labor Relations Officer	20	1.0	65,944		3,510
0736	Labor Relations Analyst III	19	1.0	68,629	1.0	68,672
			3.0	\$201,511	2.0	\$139,983
03 Labor & Employee Relations Division - 0321284						
5531	Special Assistant for Legal Affairs	24				1
0738	Manager Labor Relations	23	1.0	100,761	1.0	143,945
0790	Labor Liaison Officer	22		75,828	1.0	76,336
0737	Labor Relations Analyst IV	21	2.0	158,113	2.0	159,021
0620	Legislative Coordinator I	20				1
0050	Administrative Assistant IV	18	1.0	65,615	1.0	66,925
0854	Public Information Officer	24				1
			4.0	\$400,317	5.0	\$446,230
04 Training and Employee Development - 0321417						
0295	Administrative Analyst V	23	1.0	96,337	1.0	97,637
0760	Manager Training/Development	22	1.0	100,000	1.0	100,000
0048	Administrative Assistant III	16	1.0	50,373	1.0	51,298
			3.0	\$246,710	3.0	\$248,935
03 Classification/staffing						
02 Classifications and Examinations - 0321287						
0743	Manager Classification & Compensation	23	1.0	90,742	1.0	91,218
0765	Classification Selections Analyst IV	21	1.0	78,916	1.0	79,331
0051	Administrative Assistant V	20	1.0	65,289	1.0	65,633
0716	Personnel Analyst IV	19	1.0	57,923	4.0	250,326
5253	Human Resource Analyst III	18	1.0	57,062	1.0	57,754
0705	Personnel Analyst III	17	1.0	50,625		
0763	Classification Selections Analyst II	17		54,483		1
0703	Personnel Analyst II	15		1		
0046	Administrative Assistant I	12			1.0	39,306

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
03 Recruitment - 0321288			6.0	\$455,041	9.0	\$583,569
4820	Recruiting Manager	21	1.0	82,540		3,876
4819	Recruiter III	20	1.0	63,681	1.0	64,783
			2.0	\$146,221	1.0	\$68,659
04 Employment Records - 0321289						
0051	Administrative Assistant V	20	1.0	71,780	1.0	73,211
0717	Identification Technician	13	1.0	88,940	1.0	45,455
0046	Administrative Assistant I	12	1.0	41,468	0.8	34,029
0907	Clerk V	11		1		
			3.0	\$202,189	2.8	\$152,695
05 Medical Unit - 0321290						
0050	Administrative Assistant IV	18			0.2	15,571
0048	Administrative Assistant III	16	2.0	102,810	1.0	50,124
1951	REGISTERED NURSE I	FA	1.0	79,310	1.0	80,711
1637	ATTENDING PHYSICIAN 7	K07	1.0	170,112	1.0	171,503
4822	Human Resources Medical Unit Manager	21	1.0	73,592	1.0	73,732
			5.0	\$425,824	4.2	\$391,641
Total Salaries and Positions			42.1	\$3,576,067	39.8	\$3,280,052
Turnover Adjustment						(722,754)
Operating Funds Total			42.1	\$3,576,067	39.8	\$2,557,298

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
K07	1.0	170,112	1.0	171,503
FA	1.0	79,310	1.0	80,711
24	5.1	712,223	4.0	571,740
23	5.0	472,300	5.0	520,207
22	1.0	175,829	2.0	176,337
21	6.0	460,100	5.0	383,762
20	7.0	482,760	6.0	423,554
19	3.0	195,181	6.0	388,583
18	6.0	381,917	4.0	284,645
17	1.0	105,108		1
16	4.0	210,817	3.0	160,219
15		1		
13	1.0	88,940	1.0	45,455
12	1.0	41,468	1.8	73,335
11		1		
Total Salaries and Positions	42.1	\$3,576,067	39.8	\$3,280,052
Turnover Adjustment				(722,754)
Operating Funds Total	42.1	\$3,576,067	39.8	\$2,557,298

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.

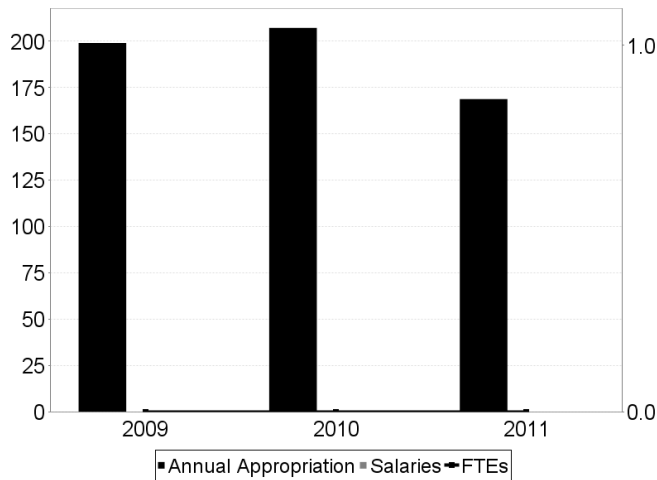
Goals and Objectives

- 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 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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	199.0	207.2	168.7
Total	199.0	207.2	168.7
	Adopted	Adopted	Adopted
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 019 - EMPLOYEE APPEALS BOARD

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Personal Services				
133/501360 Per Diem Personnel	202,541.63	201,934	202,029	95
Personal Services Total	202,541.63	201,934	202,029	95
Contractual Services				
240/520490 External Graphics and Reproduction Services	59.05	250	250	
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	3,735.00	5,000	5,000	
Contractual Services Total	3,794.05	5,250	5,250	
Contingency and Special Purposes				
814/580380 Appropriation Adjustments			(38,530)	(38,530)
Contingency and Special Purposes Total			(38,530)	(38,530)
Operating Funds Total	206,335.68	207,184	168,749	(38,435)