



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**Associate Director
Office of Human Resources**

The Illinois Criminal Justice Information Authority ("the Authority"), based in downtown Chicago, is seeking qualified candidates for the position of Associate Director, Office of Human Resources. Under the direct supervision of the Executive Director, the Associate Director oversees all matters involving human resources and labor relations. Specific duties include but are not limited to: develops and formulates policies and procedures to implement long-term strategic goals associated with personnel; plans programmatic agency initiatives mandated by the Executive Director; oversees the Equal Employment Opportunity (EEO) program for the agency; manages the personnel operations of the agency's Human Resources and Labor Relations Programs; serves as Labor Relations Manager advising managers and administrators on labor relations issues; resolves 3rd level grievances; serves as part of the management team during Master Contract Negotiations; recommends approval of agency supplemental agreements to the Director; serves on the Director's Executive Staff; prepares and implements the agency's annual Affirmative Action Plan. The Associate Director also provides Legal Counsel with information/data for litigation relating to equal employment matters, as well as provides testimony to the Courts of State and United States and formal and informal hearings. Directs the preparation of data to be utilized in preparing the Agency's Budget and Headcount Controls; directs professional and para-professional staff; effectively recommends grievance resolutions; completes and signs performance evaluations.



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An ideal candidate would possess the following attributes:

- Bachelor's degree required with coursework in public administration and personnel administration.
- Extensive knowledge of Pay Plan, regulations pertaining to Collective Bargaining and other guidelines developed pursuant to statutory enactments.
- Four years of professional administrative experience in State Government Management preferably in the field of Human Resources Management.
- Outstanding analytical and communication skills, (verbal and written) to successfully interpret and impart personnel policies to management and line staff and present agency training programs
- Budgetary and financial forecasting skills.
- Requires knowledge of Microsoft Office Software.
- Ability to travel

Interest should be expressed by email with cover letter and resume to Ms. Angie Weis, General Counsel/Chief of Staff, Illinois Criminal Justice Information Authority, Angie.Weis@illinois.gov Application process closes on August 10, 2016. Salary commensurate with education and experience.

Created in 1983, the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system. The Authority brings together key leaders from the justice system and public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.