

**Q4 2023 Summary Recruitment Posting Phase Cycle Times Report  
September 2023 - November 2023**

Bureau	Position Title	Average Pre-Posting Phase Cycle Time* (RTH and Approval to Post)	Recruitment Cycle Time* (Posting to Offer Accepted)	Onboarding Cycle Time* (Offer Accepted to Start Date)	Cycle Time Explanation (When Higher Than Average)	Additional Details
		Data not tracked at Cook County. No industry standards available to use for comparison purposes.	Cook County OUP Full Cycle Recruiting and Onboarding Phase Average: 90 Days			
			National Public Sector Full Cycle Recruiting and Onboarding Phase Average: 119 Days			
Facilities Management	JANITOR II (FACILITIES MANAGEMENT) - SEIU 73 - (VARIOUS LOCATIONS)	7	50	40	Onboarding Process Impacts	Pre-employment Screening
Facilities Management	JANITOR II (FACILITIES MANAGEMENT) - SEIU 73 - (VARIOUS LOCATIONS)	7	52	14		
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	149	Onboarding Process Impacts	Future Hires
Public Defender	INTERPRETER (OFFICE OF THE PUBLIC DEFENDER) AFSCME 1767	7	50	85	Onboarding Process Impacts	Planned Start Delay
Public Defender	PRE LICENSED ATTORNEY OFFICE OF THE PUBLIC DEFENDER	7	73	40	Onboarding Process Impacts Recruiting Process Impacts	Future Hires Multiple Vacancies
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Public Defender	PRE LICENSED ATTORNEY OFFICE OF THE PUBLIC DEFENDER	7	76	40	Onboarding Process Impacts Recruiting Process Impacts	Future Hires Multiple Vacancies
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Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	50	188	Onboarding Process Impacts	Future Hires
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	50	187	Onboarding Process Impacts	Future Hires
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	51	186	Onboarding Process Impacts	Future Hires
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	51	187	Onboarding Process Impacts	Future Hires Pre-employment Screening
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	50	187	Onboarding Process Impacts	Future Hires
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC	7	50	72	Onboarding Process Impacts	Future Hires

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Risk Management	WORKER'S COMPENSATION CLAIMS ADJUSTER (RISK MANGEMENT)	7	67	29	Recruiting Process Impacts	Multiple Vacancies
Risk Management	WORKER'S COMPENSATION CLAIMS ADJUSTER (RISK MANGEMENT)	7	67	24	Recruiting Process Impacts	Multiple Vacancies
Public Defender	MITIGATION SPECIALIST (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3696	7	62	30	Recruiting Process Impacts	Multiple Vacancies
Facilities Management	PAINTER (FACILITIES MANAGEMENT) (COUPE LOCAL 14)	7	68	28	County Approvals	Eligibility Lists/Referral Memos
Human Resources	HRIS ANALYST II (BUREAU OF HUMAN RESOURCES)	7	55	0		
Human Resources	CLASSIFICATION AND COMPENSATION ANALYST (BUREAU OF HUMAN	7	53	20		
Bureau of Technology	INFORMATION SECURITY SPECIALIST (BUREAU OF TECHNOLOGY)	7	40	28		
Public Defender	ADMINISTRATIVE ASSISTANT IV - Payroll Internal Promotion ONLY! -	7	51	11		
Revenue	FIELD AUDITOR IV (REVENUE) AFSCME 3696 INTERNAL/PROMOTIONAL ONLY	7	58	9		
Revenue	TAX LICENSING & REGISTRATION ANALYST (DEPARTMENT OF REVENUE)	7	42	26		
Revenue	REVENUE ASSESSMENT ANALYST I (DEPARTMENT OF REVENUE)) AFSCME	7	72	28	R&H Capacity	Scheduling
Bureau of Technology	MANAGER OF INFORMATION SECURITY (BUREAU OF TECHNOLOGY) -	7	69	2	R&H Capacity	Scheduling
Capital Planning and Policy	PROJECT DIRECTOR IV - OFFICE OF ASSET MANAGEMENT - ACTIVELY	7	69	38	Onboarding Process Impacts Talent Market Impacts	Planned Start Delay Extended Acceptance Determination
Bureau of Technology	APPLICATION SUPPORT ANALYST (BUREAU OF TECHNOLOGY) SEIU 73	7	80	31	Onboarding Process Impacts R&H Capacity	Pre-employment Screening Scheduling
Bureau of Technology	APPLICATION SUPPORT ANALYST (BUREAU OF TECHNOLOGY) SEIU 73	7	82	72	Onboarding Process Impacts R&H Capacity	Pre-employment Screening Scheduling
Contract Compliance	CONTRACT COMPLIANCE OFFICER(OFFICE OF CONTRACT	7	64	3	R&H Capacity	Scheduling
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEOU LOCAL 399 -	7	55	20		
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEOU LOCAL 399 -	7	55	19		

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Planning and Development	PROJECT COORDINATOR -OUP (PLANNING AND DEVELOPMENT)	7	67	41	Onboarding Process Impacts County Approvals	Planned Start Delay Eligibility Lists/Referral Memos
Risk Management	SENIOR WORKERS COMPENSATION CLAIMS ADJUSTER (RISK)	7	65	6	Talent Market Impacts	Extended Acceptance Determination
Human Resources	SENIOR CLASSIFICATION AND COMPENSATION ANALYST (BUREAU)	7	77	22	R&H Capacity	Scheduling
Human Resources	SENIOR CLASSIFICATION AND COMPENSATION ANALYST (BUREAU)	7	77	22	R&H Capacity	Scheduling

\*Based on calendar days.

Explanation Legend	Talent Market Impacts	County Approvals	Recruiting Process Impacts	Onboarding Process Impacts	R&H Capacity
Additional Details	<b>Applicant interest/Multiple Offers</b> - Talent market challenges resulted in postings receiving no applicants, no qualified applicants, multiple offers extended, or applicants that declined Cook County offer(s)	<b>DTH Submittal</b> - Delay in submitting completed DTH	<b>Interview Documentation</b> - Interview scheduling and supporting documentation were delayed	<b>Planned Start Delay</b> - Start date was set for a future date or delayed by the new hire due to notice to current employer or relocation	<b>Scheduling</b> - Department or BHR scheduling for critical meetings related to R&H process
	<b>Extended Acceptance Determination</b> - Salary negotiations	<b>Eligibility Lists/Referral Memos</b> - Delay in receiving approved "Eligible Lists" for validating applicant qualifications	<b>Multiple Vacancies</b> - Job posting was for multiple vacancies and required more than one offer	<b>Pre-employment Screening</b> - Receipt or review of pre-employment screening information caused delay	<b>Workload</b> - Number of jobs in queue was heavy and caused a delay
	<b>Applicant interest/Revisions and Repost</b> - Talent market challenges resulted in repostings and changes to job descriptions	<b>Offer Drafts</b> - Delay in approving final offer letter for issuance to selected applicant		<b>Document Return Delay</b> - Delay in submission of onboarding documents by new hire	
		<b>Posting Drafts</b> - Delay in approving job posting drafts for publication to Cook County jobs sites		<b>Accommodation Request</b> - New hire request for an accommodation caused a delay in onboarding	
		<b>RTH Submittal</b> - Incomplete or incorrect RTH submittals		<b>Future Hires</b> - Positions where industry standards dictate recruiting in advance of the established start date	