

Q2 2025 Summary Recruitment Posting Phase Cycle Times Report  
March 2025 - May 2025

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			
Bureau of Administration	HIGHWAY ENGINEER V - CONSTRUCTION BUREAU - DEPARTMENT OF TRANSPORTATION AND HIGHWAYS (SEIU LOCAL 73)	7	65	20	County Approvals	DTH Submittal
Bureau of Finance	INVESTIGATOR I (DEPARTMENT OF REVENUE) AFSCME 3696	7	68	27	R&H Capacity	Scheduling
Public Defender	IMMIGRATION UNIT PARALEGAL - BILINGUAL SPANISH -AFSCME 3696 (OFFICE OF THE PUBLIC DEFENDER)	7	121	17	R&H Capacity	Scheduling
Bureau of Finance	ADMINISTRATIVE ASSISTANT II (DEPARTMENT OF REVENUE) AFSCME 3696	7	56	28		
Bureau of Finance	SENIOR ACCOUNTING ANALYST (COUNTY COMPTROLLER) - ACTIVELY RECRUITED	7	7	33	Onboarding Process Impacts	Planned Start Delay
Justice Advisory Council	FINANCIAL SPECIALIST - OFFICE OF THE JUSTICE ADVISORY COUNCIL	7	46	27		
Commission on Human Rights	ASSOCIATE HUMAN RIGHTS & ETHICS INVESTIGATOR (DEPARTMENT OF HUMAN RIGHTS AND ETHICS)	7	35	34	Onboarding Process Impacts	Planned Start Delay
Bureau of Asset Management	JANITOR II (DEPARTMENT OF FACILITIES MANAGEMENT) - SEIU 73 - LOCATION COUNTYWIDE	7	48	33	Onboarding Process Impacts	Planned Start Delay/Pre-employment Screening

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Public Defender	ASSOCIATE OPERATIONS ANALYST (OFFICE OF THE PUBLIC DEFENDER)	7	165	27	R&H Capacity	Scheduling
Bureau of Administration	MANAGER, EMERGENCY PLANNING (DEPT. OF EMERGENCY MANAGEMENT AND REGIONAL SECURITY)	7	59	13		
Commission on Human Rights	HUMAN RIGHTS AND ETHICS INVESTIGATOR (DEPARTMENT OF HUMAN RIGHTS AND ETHICS)	7	101	33	Recruiting Process Impacts/Onboarding Process Impacts	Interview Documentation/Planned Start Delay
Bureau of Finance	CONTRACT NEGOTIATOR (CHIEF PROCUREMENT OFFICE) - SEIU 73	7	38	47	Onboarding Process Impacts	Planned Start Delay
Bureau of Administration	MANAGER, GRANT FINANCE (DEPT. ENVIRONMENT AND SUSTAINABILITY)	7	80	17	County Approvals	DTH Submittal
Bureau of Finance	TAX LICENSING & REGISTRATION ANALYST (DEPARTMENT OF REVENUE) INTERNAL / PROMOTIONAL ONLY AFSCME 3696	7	50	5		
Bureau of Human Resources	SENIOR TALENT ACQUISITION SPECIALIST (BUREAU OF HUMAN RESOURCES)	7	65	13	County Approvals	DTH Submittal

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Bureau of Finance	ACCOUNTS PAYABLE SPECIALIST III (COMPTROLLER'S OFFICE) SEIU 73	7	24	11		
Bureau of Asset Management	SENIOR FINANCIAL ANALYST (BUREAU OF ASSET MANAGEMENT)	7	7	25		
Bureau of Finance	SENIOR BUDGET ANALYST (BUDGET & MANANAGEMENT SERVICES)	7	77	5	R&H Capacity	Scheduling
Public Defender	GRANT ANALYST (OFFICE OF THE PUBLIC DEFENDER)	7	186	28	R&H Capacity	Scheduling
Bureau of Finance	ACCOUNTS PAYABLE SPECIALIST II (COMPTROLLER) SEIU 73	7	22	13		
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE	7	59	25		
Bureau of Finance	SENIOR FIELD AUDITOR (COUNTY AUDITOR) ACTIVELY RECRUITED	7	96	39	R&H Capacity/Onboarding Process Impacts	Scheduling/Planned Start Delay

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Bureau of Finance	CONTRACT COMPLIANCE OFFICER (CHIEF PROCUREMENT OFFICE) - SEIU 73	7	12	13		
Bureau of Technology	TELECOMMUNICATIONS ELECTRICIAN FOREMAN - (BUREAU OF TECHNOLOGY) - IBEW LOCAL 134	7	7	24		
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE	7	59	32	Onboarding Process Impacts	Planned Start Delay
Bureau of Finance	CONTRACT COMPLIANCE OFFICER (CHIEF PROCUREMENT OFFICE) - SEIU 73	7	12	13		
Bureau of Human Resources	SENIOR TALENT ACQUISITION SPECIALIST (BUREAU OF HUMAN RESOURCES)	7	84	25		
Bureau of Asset Management	OPERATING ENGINEER I (DEPARTMENT OF FACILITIES MANAGEMENT) - COUNTYWIDE - OPR ENG -399	7	7	13		

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Bureau of Administration	ACCOUNTANT V (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - SEIU LOCAL 73	7	114	32	R&H Capacity/Onboarding Process Impacts	Scheduling/Planned Start Delay
Bureau of Human Resources	ADMINISTRATIVE ASSISTANT IV (BUREAU OF HUMAN RESOURCES)	7	59	52	Onboarding Process Impacts	Planned Start Delay
Bureau of Technology	DATA AND INFORMATION ARCHITECT - BUREAU OF TECHNOLOGY - ACTIVELY RECRUITED	7	77	31	R&H Capacity/Onboarding Process Impacts	Scheduling/Planned Start Delay
Bureau of Asset Management	OPERATING ENGINEER I (DEPARTMENT OF FACILITIES MANAGEMENT) - COUNTYWIDE - OPR ENG -399	7	59	52	Onboarding Process Impacts	Pre-employment Screening
Bureau of Finance	SENIOR BUDGET ANALYST (BUDGET & MANANAGEMENT SERVICES)	7	66	24	R&H Capacity	Scheduling
Commission on Human Rights	ASSOCIATE HUMAN RIGHTS & ETHICS INVESTIGATOR (DEPARTMENT OF HUMAN RIGHTS AND ETHICS)	7	124	31	R&H Capacity/Onboarding Process Impacts	Scheduling/Planned Start Delay

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Bureau of Human Resources	ASSOCIATE LABOR RELATIONS SPECIALIST - BUREAU OF HUMAN RESOURCES	7	71	17	Talent Market Impacts	Extended Acceptance Determination
Bureau of Finance	FIELD AUDITOR (COUNTY AUDITOR)	7	93	27	County Approvals	Eligibility Lists/Referral Memos
Bureau of Technology	ORGANIZATIONAL CHANGE MANAGEMENT SPECIALIST - BUREAU OF TECHNOLOGY	7	86	26	R&H Capacity	Scheduling
Bureau of Human Resources	ASSOCIATE LABOR RELATIONS SPECIALIST - BUREAU OF HUMAN RESOURCES	7	68	20	Talent Market Impacts	Extended Acceptance Determination
Bureau of Asset Management	JANITOR II (DEPARTMENT OF FACILITIES MANAGEMENT) - SEIU 73 - LOCATION COUNTYWIDE	7	59	38	Onboarding Process Impacts	Pre-employment Screening
Bureau of Finance	SENIOR BUDGET ANALYST (BUDGET & MANANAGEMENT SERVICES)	7	76	27	Talent Market Impacts	Extended Acceptance Determination
Bureau of Finance	PAYROLL SYSTEMS COORDINATOR (COMPTROLLER) - SEIU 73	7	29	18		

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Bureau of Finance	SENIOR FIELD AUDITOR (COUNTY AUDITOR) ACTIVELY RECRUITED	7	54	22		

Explanation Legend	Talent Market Impacts	County Approvals	Recruiting Process Impacts	Onboarding Process Impacts	R&H Capacity
Additional Details	Applicant interest/Multiple Offers	DTH Submittal - Delay in submitting completed DTH.	Interview Documentation - Interview scheduling and supporting documentation were delayed.	Planned Start Delay - Start date was set for a future date or delayed by the new hire due to notice to current employer or relocation.	Scheduling - Department or BHR scheduling for critical meetings related to R&H process.
	Extended Acceptance Determination - Salary negotiations.	Eligibility Lists/Referral Memos - Delay in receiving approved "Eligible Lists" for validating applicant qualifications.	Multiple Vacancies - Job posting was for multiple vacancies and required more than one offer.	Pre-employment Screening - Receipt or review of pre-employment screening information caused delay.	Workload - Number of job in queue was heavy and caused a delay.
	Applicant interest/Revisions and Repost - Market challenges resulted in repostings or new job descriptions.	Offer Drafts - Delay in approving final offer letter for issuance to selected applicant.		Document Return Delay - Delay in submission of onboarding documents by new hire.	
		Posting Drafts - Delay in approving job posting drafts for publication to Cook County jobs sites.		Accommodation Request - New hire request for an accommodation.	
		RTH Submittal - Incomplete or incorrect RTH submittals.		Future Hires	