

Q2 2024 Summary Recruitment Posting Phase Cycle Times Report
March 2024 - May 2024

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	REGIONAL COORDINATOR- DEPARTMENT OF EMERGENCY MANAGEMENT AND REGIONAL SECURITY	7	84	25	County Approvals Recruiting Process Impacts	Eligibility Lists/Referral Memos Interview Documentation
Bureau of Asset Management	JANITOR II (DEPARTMENT OF FACILITIES MANAGEMENT) - SEIU 73 - (VARIOUS LOCATIONS)	7	47	23		
Bureau of Asset Management	WINDOW WASHER I (FACILITIES MANAGEMENT) (SEIU LOCAL 73)	7	45	31	Onboarding Process Impacts	Pre-employment Screening
Bureau of Human Resources	TALENT ACQUISITION ASSISTANT (BUREAU OF HUMAN RESOURCES) HIRING FAIR	7	67	32	Talent Market Impacts Onboarding Process Impacts	Applicant interest/Multiple Offers Planned Start Delay
Office of the Public Defender	ADMINISTRATIVE ASSISTANT I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3696 - VARIOUS LOCATIONS	7	52	14		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	56	20		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	56	20		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	58	20		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	59	20		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	59	18		
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	76	24	Recruiting Process Impacts	Multiple Vacancies
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	87	7	Recruiting Process Impacts	Multiple Vacancies
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	87	7	Recruiting Process Impacts	Multiple Vacancies
Office of the Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3315	7	76	17	Talent Market Impacts	Applicant interest/Multiple Offers
Office of the Public Defender	MENTAL HEALTH CLINICIAN (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3696 (Mental Health Unit)	7	90	59	Talent Market Impacts Onboarding Process Impacts	Applicant interest/Multiple Offers Pre-employment Screening
Bureau of Finance	FIELD AUDITOR III (DEPARTMENT OF REVENUE) AFSCME 3696	7	92	25	Recruiting Process Impacts	Multiple Vacancies
Department of Human Rights and Ethics	INVESTIGATOR (DEPARTMENT OF HUMAN RIGHTS AND ETHICS)	7	73	18	County Approvals	DTH Submittal
Bureau of Administration	HISTOTECHNOLOGIST III (MEDICAL EXAMINER)	7	110	21	Talent Market Impacts County Approvals	Applicant interest/Multiple Offers Offer Drafts
Bureau of Economic Development	GRANT MANAGER - OFFICE OF ECONOMIC DEVELOPMENT	7	77	20	Talent Market Impacts	Applicant Interest /Multiple Offers
Cook County Land Bank Authority	ACQUISITIONS SPECIALIST (Cook County Land Bank Authority)	7	18	14		
Bureau of Economic Development	GRANT ANALYST - OFFICE OF ECONOMIC DEVELOPMENT	7	63	27	Talent Market Impacts	Applicant Interest /Multiple Offers
Bureau of Economic Development	BUSINESS MANAGER II (OFFICE OF ECONOMIC DEVELOPMENT)	7	58	48	Onboarding Process Impacts	Planned Start Delay
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE - EXTERNAL	7	119	55	Talent Market Impacts Onboarding Process Impacts	Applicant interest/Multiple Offers Pre-employment Screening
Bureau of Finance	ACCOUNTS PAYABLE MANAGER(COMPTROLLERS) ACTIVELY RECRUITED	7	116	3	County Approvals R&H Capacity	RTH Submittal/DTH Submittal Workload
Bureau of Administration	ENGINEERING ASSISTANT II - MAINTENANCE - SEIU Local 73 - (Transportation and Highway)	7	72	25	R&H Capacity	Workload
Bureau of Finance	REVENUE RECOVERY AGENT (REVENUE)	7	110	27	Recruiting Process Impacts Talent Market Impacts	Interview Documentation Extended Acceptance Determination

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			National Public Sector Full Cycle Recruiting and Onboarding Phase Average: 119 Days			
Bureau of Technology	GIS SERVER ADMINISTRATOR (BUREAU OF TECHNOLOGY) - ACTIVELY RECRUITED	7	76	10	Talent Market Impacts	Extended Acceptance Determination
Bureau of Administration	PLANNER III (Department of Transportation and Highways)	7	67	26	County Approvals	DTH Submittal
Justice Advisory Council	GRANT MONITOR (JUSTICE ADVISORY COUNCIL)	7	53	29		
Justice Advisory Council	GRANT MONITOR (JUSTICE ADVISORY COUNCIL)	7	50	19		
Bureau of Technology	PROJECT MANAGER (BUREAU OF TECHNOLOGY) SEIU 73	7	128	26	County Approvals	Eligibility Lists/Referral Memos/DTH Submittal
Bureau of Asset Management	OPERATING ENGINEER I (DEPARTMENT OF FACILITIES MANAGEMENT) IEOU LOCAL 399 - VARIOUS LOCATIONS	7	48	23		
Bureau of Asset Management	PIPE COVERER (DEPARTMENT OF FACILITIES MANAGEMENT) - COUPE - HEAT AND FRST 17	7	1	45	Onboarding Process Impacts	Planned Start Delay
Bureau of Asset Management	ADMINISTRATIVE ASSISTANT IV (DEPARTMENT OF FACILITIES MANAGEMENT)	7	1	32	Onboarding Process Impacts	Pre-employment Screening
Bureau of Asset Management	CARPENTER (DEPARTMENT OF FACILITIES MANAGEMENT) - COUPE - CARP 13	7	1	25		
Bureau of Asset Management	OPERATING ENGINEER III (DEPARTMENT OF FACILITIES MANAGEMENT) -LOCATION COUNTY WIDE - OPER ENG -399	7	42	3		
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE - EXTERNAL - HIRING FAIR	7	49	26		
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE - EXTERNAL - HIRING FAIR	7	49	27		
Bureau of Administration	MOTOR VEHICLE DRIVER (ROAD REPAIRMAN) (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) - TEAMSTER LOCAL 700 - COUPE - EXTERNAL - HIRING FAIR	7	50	26		
Bureau of Administration	HIGHWAY ENGINEER III (TRANSPORTATION & HIGHWAYS) - SEIU LOCAL 73	7	96	19	Recruiting Process Impacts Talent Market Impacts	Multiple Vacancies Applicant interest/Multiple Offers
Bureau of Administration	HIGHWAY ENGINEER III (TRANSPORTATION & HIGHWAYS) - SEIU LOCAL 73	7	102	26	Recruiting Process Impacts Talent Market Impacts	Multiple Vacancies Applicant interest/Multiple Offers
Bureau of Administration	HIGHWAY ENGINEER III (TRANSPORTATION & HIGHWAYS) - SEIU LOCAL 73	7	104	24	Recruiting Process Impacts Talent Market Impacts	Multiple Vacancies Applicant interest/Multiple Offers
Bureau of Administration	HIGHWAY ENGINEER III (TRANSPORTATION & HIGHWAYS) - SEIU LOCAL 73	7	110	12	Recruiting Process Impacts Talent Market Impacts	Multiple Vacancies Applicant interest/Multiple Offers
Bureau of Administration	HIGHWAY ENGINEER III (TRANSPORTATION & HIGHWAYS) - SEIU LOCAL 73	7	112	10	Recruiting Process Impacts Talent Market Impacts	Multiple Vacancies Applicant interest/Multiple Offers
Office of the Public Defender	CHIEF DATA OFFICER (Office of the Public Defender) - Actively Recruited	7	67	28	Talent Market Impacts County Approvals	Extended Acceptance Determination DTH Submittal
Office of the Public Defender	INVESTIGATOR I (AFSCME 1767 - PUBLIC DEFENDER)	7	100	25	Talent Market Impacts	Applicant interest/Multiple Offers
Bureau of Administration	ACCOUNTS PAYABLE/PROCUREMENT SPECIALIST (DEPARTMENT OF FACILITIES MANAGEMENT)	7	81	25	County Approvals	Eligibility Lists/Referral Memos/DTH Submittal
Bureau of Administration	X-RAY TECHNICIAN I (MEDICAL EXAMINER OFFICE) FULL TIME	7	71	41	Talent Market Impacts Onboarding Process Impacts	Applicant interest/Multiple Offers Planned Start Delay
Justice Advisory Council	RE-ENTRY SERVICES SPECIALIST (JUSTICE ADVISORY COUNCIL)	7	131	29	County Approvals Talent Market Impacts	Multiple Offers / DTH Submittal Applicant interest/Multiple Offers

*Based on calendar days.

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Explanation Legend	Talent Market Impacts	County Approvals	Recruiting Process Impacts	Onboarding Process Impacts	R&H Capacity
Additional Details	Applicant interest/Multiple Offers - Talent market challenges resulted in postings receiving no applicants, no qualified applicants, multiple offers extended, or applicants that declined Cook County offer(s)	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 jobs in queue was heavy and caused a delay
	Applicant interest/Revisions and Repost - Talent market challenges resulted in repostings and changes to 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		Accomodation Request - New hire request for an accommodation caused a delay in onboarding	
		RTH Submittal - Incomplete or incorrect RTH submittals		Future Hires - Positions where industry standards dictate recruiting in advance of the established start date	