

Q3 2023 Summary Recruitment Posting Phase Cycle Times Report
June 2023 - August 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
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Auditor	FIELD AUDITOR IV - (COUNTY AUDITOR)	7	42	20		
Auditor	FIELD AUDITOR IV - (COUNTY AUDITOR)	7	44	20		
Budget and Management Services	BUDGET ANALYST III (BUDGET AND MANAGEMENT SERVICES)	7	47	22		
Chief Administrative Officer	TELEVISION PRODUCTION SPECIALIST (OFFICE OF THE CHIEF	7	12	18		
Environmental Control	ENVIRONMENTAL ENGINEER III - POLLUTION PREVENTION (ARPA)	7	27	14		
Environmental Control	COMMUNITY OUTREACH COORDINATOR (ARPA)	7	120	42	R & H Capacity Onboarding Process Impacts	Scheduling Planned Start Delay
Environmental Control	BUSINESS MANAGER I (ENVIRONMENT AND SUSTAINABILITY) - ARPA	7	13	44	Onboarding Process Impacts	Accommodation Request
Facilities Management	JANITOR II (FACILITIES MANAGEMENT) - SEIU 73 - (VARIOUS LOCATIONS)	7	55	42	Onboarding Process Impacts	Pre-employment Screening
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEQU LOCAL 399 -	7	92	36	Recruiting Process Delays R & H Capacity	Multiple Vacancies Workload
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEQU LOCAL 399 -	7	92	45	Recruiting Process Delays R & H Capacity	Multiple Vacancies Workload
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEQU LOCAL 399 -	7	92	24	Recruiting Process Delays R & H Capacity	Multiple Vacancies Workload
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEQU LOCAL 399 -	7	92	24	Recruiting Process Delays R & H Capacity	Multiple Vacancies Workload
Facilities Management	ELECTRICIAN (FACILITIES MANAGEMENT) IBEW COUPE 134	7	34	34	Onboarding Process Impacts	Accommodation Request
Facilities Management	ELECTRICIAN (FACILITIES MANAGEMENT) IBEW COUPE 134	7	36	89	Onboarding Process Impacts	Pre-employment Screening
Facilities Management	GLAZIER - FACILITIES MANAGEMENT - COUPE LOCAL 27	7	108	19	R & H Capacity	Scheduling Workload
Facilities Management	OPERATING ENGINEER I (FACILITIES MANAGEMENT) IEQU LOCAL 399	7	56	45	Onboarding Process Impacts	Planned Start Delay
Highway	CENTRAL DISPATCH OPERATOR (DEPARTMENT OF TRANSPORTATION	7	48	26		
Highway	HIGHWAY ENGINEER V - PROJECT STUDIES (PHASE I ENGINEERING)	7	17	24		
Highway	HIGHWAY ENGINEER V - TRAFFIC SERVICES DIVISION (DEPARTMENT OF	7	31	23		
Highway	HIGHWAY ENGINEER V - CONSTRUCTION PERMITS	7	37	36	Onboarding Process Impacts	Planned Start Delay
Highway	PERMITS MANAGER (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS)	7	76	40	Talent Market Impact Onboarding Process Impacts	Extended Acceptance Determination Planned Start Delay
Human Resources	TALENT ACQUISITION SPECIALIST (BUREAU OF HUMAN RESOURCES)	7	107	14	Recruiting Process Delays R & H Capacity	Multiple Vacancies Scheduling

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Human Resources	TALENT ACQUISITION SPECIALIST (BUREAU OF HUMAN RESOURCES)	7	114	34	Recruiting Process Delays R & H Capacity	Multiple Vacancies Scheduling
Human Resources	PROFESSIONAL DEVELOPMENT SPECIALIST (BUREAU OF HUMAN	7	130	32	Talent Market Impact Onboarding Process Impacts	Extended Acceptance Determination Planned Start Delay
Justice Advisory Council	RE-ENTRY SERVICES SPECIALIST (JUSTICE ADVISORY COUNCIL)	7	72	39	County Approvals R&H Capacity	DTH Submittal Workload
Justice Advisory Council	POLICY ANALYST - JUSTICE ADVISORY COUNCIL	7	87	40	R & H Capacity Onboarding Process Impacts	Workload Planned Start Delay
Medical Examiner	ASSISTANT MEDICAL EXAMINER (MEDICAL EXAMINER OFFICE)	7	42	250	Onboarding Process Impacts	Future Hires
Medical Examiner	ASSISTANT MEDICAL EXAMINER (MEDICAL EXAMINER OFFICE)	7	43	249	Onboarding Process Impacts	Future Hires
Medical Examiner	ASSISTANT MEDICAL EXAMINER (MEDICAL EXAMINER OFFICE)	7	46	67	Onboarding Process Impacts	Future Hires
Medical Examiner	FORENSIC PATHOLOGY FELLOW	7	22	228	Onboarding Process Impacts	Future Hires
Medical Examiner	FORENSIC PATHOLOGY FELLOW (MEDICAL EXAMINER'S OFFICE)	7	44	19		
Medical Examiner	FORENSIC PATHOLOGY FELLOW (MEDICAL EXAMINER'S OFFICE)	7	11	66	Onboarding Process Impacts	Future Hires
Medical Examiner	ASSISTANT MEDICAL EXAMINER (MEDICAL EXAMINER OFFICE)	7	93	66	Onboarding Process Impacts Recruiting Process Delays	Future Hires Multiple Vacancies
Medical Examiner	MEDICOLEGAL DEATH INVESTIGATOR (MEDICAL EXAMINER OFFICE)	7	67	34	Recruiting Process Delays Onboarding Process Impacts	Multiple Vacancies Pre-employment Screening
Medical Examiner	MEDICOLEGAL DEATH INVESTIGATOR (MEDICAL EXAMINER OFFICE)	7	67	14	Recruiting Process Delays	Multiple Vacancies
Medical Examiner	FORENSIC PATHOLOGY FELLOW (MEDICAL EXAMINER OFFICE) -	7	83	228	Recruiting Process Delays Onboarding Process Impacts	Interview Documentation Future Hires
Medical Examiner	INDIGENT AND FAMILY SERVICES MANAGER (MEDICAL EXAMINER	7	81	13	Recruiting Process Delays	Interview Documentation
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	47	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	47	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	47	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	47	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	52	47	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	53	46	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	53	46	Onboarding Process Impacts	Planned Start Delay

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Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	53	46	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	56	43	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	56	43	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	56	43	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	56	43	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	56	43	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	58	41	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	58	41	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	58	41	Onboarding Process Impacts	Planned Start Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	58	41	Onboarding Process Impacts	Document Return Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	58	36	Onboarding Process Impacts	Document Return Delay
Public Defender	ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)	7	59	27		
Public Defender	DIRECTOR OF LEGISLATIVE AND EXTERNAL AFFAIRS - CRIMINAL JUSTICE	7	33	33	Onboarding Process Impacts	Planned Start Delay
Public Defender	PRE-LICENSED ASSISTANT PUBLIC DEFENDER (OFFICE OF THE PUBLIC DEFENDER)	7	58	54	Onboarding Process Impacts	Planned Start Delay
Public Defender	INVESTIGATOR III-OFFICE OF THE PUBLIC DEFENDER AFSCME 1767	7	31	1		
Public Defender	LEAD RECORDS ASSISTANT (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3696	7	53	21		
Public Defender	LEAD RECORDS ASSISTANT (OFFICE OF THE PUBLIC DEFENDER) AFSCME 3696	7	46	20		
Public Defender	INVESTIGATOR III-OFFICE OF THE PUBLIC DEFENDER AFSCME 1767	7	57	1		
Public Defender	INVESTIGATOR III-OFFICE OF THE PUBLIC DEFENDER AFSCME 1767	7	57	1		
Public Defender	INVESTIGATOR III-OFFICE OF THE PUBLIC DEFENDER AFSCME 1767	7	57	1		
Public Defender	INVESTIGATOR III-OFFICE OF THE PUBLIC DEFENDER AFSCME 1767	7	57	1		
Purchasing Agent	SENIOR CONTRACT NEGOTIATOR (DEPARTMENT OF PROCUREMENT) -	7	46	34	Onboarding Process Impacts	Planned Start Delay

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Purchasing Agent	SENIOR CONTRACT NEGOTIATOR (DEPARTMENT OF PROCUREMENT) -	7	46	24		
Revenue	REVENUE ASSESSMENT ANALYST I (BI- LINGUAL-SPANISH/ENGLISH) AFSCME	7	91	33	Recruiting Process Delays Onboarding Process Impacts	Interview Documentation Planned Start Delay
Risk Management	SENIOR WORKERS COMPENSATION CLAIMS ADJUSTER (RISK	7	65	15	Recruiting Process Delays	Interview Documentation
Technology	PROJECT MANAGER (BUREAU OF TECHNOLOGY) SEIU 73	7	24	14		
Technology	PROJECT MANAGER (BUREAU OF TECHNOLOGY) SEIU 73	7	45	47	Onboarding Process Impacts	Planned Start Delay
Technology	ORGANIZATIONAL CHANGE MANAGEMENT (OCM) MANAGER	7	73	27	County Approvals	Offer Drafts
Technology	GIS DEVELOPER (BUREAU OF TECHNOLOGY)	7	70	14	Talent Market Impacts	Applicant interest/Multiple Offers
Technology	INFORMATION SECURITY SPECIALIST (BUREAU OF TECHNOLOGY)	7	77	14	County Approvals	Eligibility Lists/Referral Memos
Technology	FIELD TECHNICIAN I (BUREAU OF TECHNOLOGY) - SEIU 73 (HIRING FAIR)	7	42	21		

*Based on calendar days.

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		Accommodation 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	