

# **EXHIBIT II-1**

Exhibit II-1

Actively Recruited Positions List

1. Director of Training & Continuous Improvement

# **EXHIBIT II-2**



**Executive Assistant List**

<b>Title</b>	<b>Department</b>	<b>Position Description</b>
Executive Assistant	Deputy Assessor - Chief Administrative Officer	<a href="#">Link to Position Description</a>
Executive Assistant	Chief Deputy Assessor	<a href="#">Link to Position Description</a>
Executive Assistant	Deputy Assessor - Chief Valuations Officer	<a href="#">Link to Position Description</a>

# **EXHIBIT II-3**



List of Exempt Positions

<b>Title</b>
<b>Executive</b>
<b>Chief Deputy Assessor</b>
Special Assistant
Director of Special Projects
Executive Assistant - Assessor
<b>Administrative Operations</b>
<b>Deputy Assessor - Chief Administrative Officer</b>
Director of Human Resources
<b>Legal</b>
<b>Deputy Assessor - Chief Legal Officer</b>
Director of Legal
Legal Counsel
Legal Counsel
Legal Counsel
<b>Policy</b>
<b>Deputy Assessor - Chief Policy Officer</b>
Director of Policy
<b>Valuations</b>
<b>Deputy Assessor - Chief Valuations Officer</b>
Director of Residential Valuations
Director of Commercial Valuations
Director of Special Properties
<b>Data &amp; Modeling</b>
<b>Deputy Assessor - Chief Data Officer</b>
Senior Data Scientist - Commercial
Senior Data Scientist - Residential
<b>Information Technology</b>
<b>Deputy Assessor - Chief Information Officer</b>
<b>Communications</b>
<b>Deputy Assessor - Chief Communications Officer</b>
Director of Communication
Director of Communication
Director of Outreach & Engagement

# **EXHIBIT II-4**

**GRANT OF AUTHORITY**

**Selected Candidate(s):** \_\_\_\_\_

\_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Proposed Salary** \_\_\_\_\_

---

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Candidate(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

\_\_\_\_\_ (Sign)

\_\_\_\_\_ (Sign)

\_\_\_\_\_ (Print)

\_\_\_\_\_ (Print)

Deputy of Human Resources

Assessor (or designee)

\_\_\_\_\_ Date

\_\_\_\_\_ Date



# **EXHIBIT II-5**

**POSTING FILE/INTERVIEW FILE CHECKLIST**

Position Title: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Department: \_\_\_\_\_ Job Code: \_\_\_\_\_  
 Date of Posting: \_\_\_\_\_ Date: \_\_\_\_\_

POSTING FILE CHECKLIST	Completed	Date	Scanned
Request to Hire			
Position Description			
Notice of Job Opportunity			
Method and Location of Posting			
Applicant List			
Contact Log			
Applications			
Validated Eligibility List			
Preliminary Interview List			
Randomization Documentation, if required			
Final Interview List			
Interview Panel Selection Form			
Pre-Interview Testing Protocol			
Interview Questions			
<b>INTERVIEW FILE CHECKLIST</b>			
Pre-Interview Licenses and Certifications			
Conflict of Interest Disclosure			
Interviewer Evaluation Form			
Interview Score Tabulation Worksheet			
Scored Interview List			
Interview Panel Ranking Form			
Ranking Meeting Notes			
Permitted Recommendations			
Justification to Hire			
Grant of Authority			
Offer Letter			
Offer Accepted or Declined			
NPCC completed by Selectee			

Certified: \_\_\_\_\_ Date: \_\_\_\_\_  
 Deputy of Human Resources

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Compliance

# **EXHIBIT II-6**

**COOK COUNTY ASSESSOR'S OFFICE**  
**INTERVIEW PANEL RANKING FORM**

Position: \_\_\_\_\_

Number of Positions: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Rank</u>	<u>Candidate Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## INTERVIEW PANEL RANKING FORM

Position:

Date:

### INTERVIEW PANEL:

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Applicant(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

Human Resources Representative:

Printed Name	Signature	Date

# **EXHIBIT II-7**

## Interview Evaluation Form

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interviewer (Print) \_\_\_\_\_ Title \_\_\_\_\_

### Scoring

1=Unacceptable

2=Marginally Acceptable

3=Acceptable

4=Very Good

5=Excellent

Question 1:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. If score is "1" or "5," explain:

Question 2:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. If score is "1" or "5," explain:

Question 3:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. If score is "1" or "5," explain:



Question 4:

Value:

Comments:

Score:           1                   2                   3                   4                   5

Circle one score. If score is "1" or "5," explain:

Question 5:

Value:

Comments:

Score:           1                   2                   3                   4                   5

Circle one score. If score is "1" or "5," explain:

Question 6:

Value:

Comments:

Score:        1                2                3                4                5

Circle one score. If score is "1" or a "5," explain:

Question 7:

Value:

Comments:

Score:        1                2                3                4                5

Circle one score. If score is "1" or a "5," explain:

Question 8:

Value:

Comments:

Score:        1                2                3                4                5

Circle one score. If score is "1" or a "5," explain:

Question 9:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. If score is "1" or a "5", explain:

Question 10:

Value:

Comments:

Score:            1                    2                    3                    4                    5

If score is "1" or a "5", explain:

Are you willing and able to perform the essential duties of this position?            Yes                    No

Are you willing and able to work the required hours at specified location?            Yes                    No

INTERVIEW SUMMARY:

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Applicant(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

INTERVIEWER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

<p>FOR HR USE ONLY:</p> <p>Total Score _____ Reviewed by (HR) _____</p> <p>Signature (HR) _____ Date _____</p>
--

# **EXHIBIT II-8**



# **EXHIBIT II-9**





**Political Contact Log Reporting Form**

It is prohibited by law and the policies of Cook County Assessor's Office for any employment action to be taken regarding any position based on political factors or considerations *unless* the position is considered by court order to be "exempt." Examples of employment actions include hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime.\*\*

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization - or with any individual acting on behalf of such person or organization - if that contact involves an attempt to inquire about or to affect an employment action involving an employee who holds a non-exempt position or an applicant applying for such a position.\*

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. **If you are contacted or know about such a contact, you are required to immediately complete this form** and return it directly to:

Sharon M. Goss, Director of Compliance Cook County Assessor's Office, 9<sup>th</sup>  
 Floor In person delivery, mail, or by facsimile (312) 603-7594.

**You are not required to assess whether the contact is illegal; rather, you are only required to report its occurrence.** Please provide all the information requested by this form. If you have any questions, please contact Sharon Goss and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: <input type="checkbox"/> Written <input type="checkbox"/> Phone <input type="checkbox"/> Personal <input type="checkbox"/> Other (specify)	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	

Please describe contact in detail (all information received and given).  
 Attach a copy of letter, memo, e-mail etc.

(Please use another sheet if necessary)

Date of Contact Log Report:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

- \*A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
- \*\*Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

Date Received by DOC:

# **EXHIBIT II-10**

## POSITION DESCRIPTION

### [Position Title]

#### Job Summary

The [Position Title] [description of general duties and responsibilities of position]. The [Position Title] reports to [Position Title's supervisor]

#### Typical Duties

The [Position Title] [description of specific duties and responsibilities of position].

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

#### Minimum Qualifications

Minimum Qualification 1.

Minimum Qualification 2.

Minimum Qualification 3.

Minimum Qualification 4.

#### Preferred Qualifications

Preferred Qualification 1.

Preferred Qualification 2.

Preferred Qualification 3.

#### Knowledge, Skills, Abilities and Other Characteristics

Knowledge expected for position.

Knowledge expected for position.

Knowledge expected for position.

Skill expected for position.

Skill expected for position.

The ability expected for position.

The ability expected for position.

### **Work Environment**

The position is primarily performed in an office setting, with the majority of the work hours spent at a desk. Some walking to meetings may be required from time to time, as well as standing during interactions with taxpayers.

# **EXHIBIT II-11**

**REQUEST TO HIRE FORM**

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Requesting Deputy/Director:** \_\_\_\_\_

**Job Title to be Posted:** \_\_\_\_\_

**Justification for Request to Hire:**

**Applicable to all Signatories below:**

With respect to all jobs under the jurisdiction of the Cook County Assessor's Office (CCAO) that are not identified as exempt on the Assessor's Office List of Exempt Positions, as amended and as filed with the court, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of CCAO employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Dpty./Dir. of Hiring Dept: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

*** Finance Approval ***			
Job Title: _____	Grade: _____		
Business Unit: _____	Job Code: _____		
PCID # _____	Fund: 110 <input type="checkbox"/> 130 <input type="checkbox"/>		
Is there budgetary authority to fund this Position?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Hourly Rate _____	Annual Salary Range: _____		
Range: _____			
Chief Administrative Officer: _____	Date: _____		

*** Human Resources Approval ***			
Is this a Collective Bargaining Agreement Position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this a <i>Shakman</i> Exempt Position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of Position Description			
Is the Position Description accurate and does it reflect the actual duties and Qualifications of the Position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Posting Date: _____	Repost Request Date: _____		
From: _____ To: _____	From: _____ To: _____		
Director of Human Resources: _____	Date: _____		