



HR Coordinator

Gurnee Park District

Contact Name: Majeeda Purnell

Contact E-mail: mpurnell@gurneeparkdistrict.com

Contact Phone: 8475995479

Closing Date:

Salary: \$20.00 - \$22.00/hour

Description:

Under the direction and supervision of the Human Resources Manager, this position will provide administrative, strategic and project support for the human resource functions of the District including data entry, file maintenance, training, employment law compliance, benefits administration, recruiting, new hire orientation, employee relations and performance management. This is a part time Business Services Department position. The schedule will primarily be Mondays – Fridays, approximately 25 hours per week and include some flexibility.

QUALIFICATIONS

- Education – Bachelor’s Degree in Human Resources, Business Administration or related field required.
- Experience – At least two years of Human Resources or similar experience is preferred.
- Skills – Strong interpersonal skills, communication skills, and writing skills. Ability to maintain a high level of confidentiality. Ability to quickly learn additional software and systems required for supporting business transactions. Ideal candidate will pay great attention to detail, have excellent follow-through skills, be able to effectively multi-task, manage multiple priorities, meet deadlines and be a solid team player. Bilingual in Spanish is a plus.
- Competencies – Demonstrates a basic knowledge of employment laws at the federal, state, and/or park district code level, including: FMLA, ADA, HIPAA, WC, UC, FLSA, ERISA, PPACA, DOL/IDOL, EEOC, COBRA and the like. Knowledge and skills with computers, office equipment and software (Outlook, Word, Excel, other HR Software). Capacity to take initiative, proactively troubleshoot, problem solve and make sound suggestions. Capacity to be self-motivated and achieve goals by utilizing effective time management and organizational skills.
- Certifications – CPR, AED and First Aid certification required within 90 days of hire and must be maintained. Training is provided. HR Certification is a plus. The District will support attainment of the HR credential from HRCI or SHRM.

ESSENTIAL FUNCTIONS

1. Provides excellent customer service to both internal and external customers at all times.
2. Maintains employment requisitions and candidates within the applicant tracking module.

3. Maintains electronic employee documents and files.
4. Coordinates new hire orientations, schedules department trainings for staff.
5. Conduct staff trainings, maintain training records.
6. Coordinates and participates in job fairs and recruiting events; Assists with staff recognition events.
7. Respond to employment verification requests.
8. Respond to questions about HR policies and procedures.
9. Aids in developing strategies for implementing operational efficiencies by reviewing HR workflows, procedures and performance.
10. Serves as a point of contact for employee suggestions and complaints. Directs inquiries to appropriate channels in a timely manner for resolution.
11. Conducts exit interviews of all year-round employees (FT and PT); analyze data and make recommendations for continuous improvement.
12. Prepares and maintains HR reports as assigned.
13. Assists with the coordination, implementation and maintenance of the human resource functions of the Park District personnel management software system.
14. Assists with the District's annual employee performance evaluation program.
15. Maintains job descriptions at the direction of the Human Resources Manager.
16. Maintains the Park District organizational chart.
17. Assists with the annual employee survey process.
18. Performs other duties as required or assigned and within the scope of the job duties.