



## HR Generalist

### Northeast DuPage Special Recreation Association

**Contact Name:** Susan Martellotta

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**Contact Phone:**

**Closing Date:**

**Salary:** \$45,000 - \$50,000 DOQ

#### **Description:**

Northeast DuPage Special Recreation Association (NEDSRA) is a cooperative of eight park districts and three villages in northeast DuPage and west Cook Counties, Illinois. NEDSRA was formed in 1976 as a means of combining resources among the member agencies to provide recreation programs and services for individuals with disabilities. Today, NEDSRA serves approximately 3,500 distinct individuals annually—within a diverse cultural and socioeconomic service area—through roughly 600 programs and special events. NEDSRA's main objective is to meet the unique social and recreation needs of individuals with disabilities, so they may increase their enjoyment of life and reach their highest level of independence.

The HR Generalist position is responsible for coordinating human resources, personnel policies and employee benefits. This individual will oversee payroll processing for accuracy. This position must maintain a high level of confidentiality. This individual serves as a member of the Management Team. This position is full time and salaried, and hours may exceed 40 hours/week, including evenings/weekends. Ability to speak Spanish and/or Polish is highly desirable.

#### **Essential Duties and Responsibilities**

- Serve as agency human resources coordinator and benefits administrator, which includes oversight and adherence to all plans and regulations on health insurance, annual open enrollment, and educating employees on plans and plan changes; also includes maintaining employee files, applications and discipline forms.
- Coordinate onboarding and orientation of all new employees, including driver's abstract, drug screening, background check, pre-employment and related.
- Researches and develops comprehensive policies, procedures for staff benefits and personnel policies.
- Oversee payroll processing with financial consultants and related functions utilizing agency payroll service.
- Serves as Park District Risk Management Association (PDRMA) Benefits Coordinator

representative.

- Serves as an integral member of the Safety Committee.
- Attends all related, required PDRMA training/workshops.
- Evaluates and monitor human resource practices, policies and trends to best meet agency needs.
- Maintain compliance with current employment laws.
- Liaison to Unemployment Insurance Specialists for unemployment claim oversight.
- Serve as agency IMRF Authorized Agent and attends workshops as required.
- Work with Executive Director to maintain/organize agency personnel files with adherence to NEDSRA Document

Retention and Destruction Policy.

- Assist with production of agency budget document.
- Assist in maintaining procedure and policy manuals.
- Assist office staff team with general department workflow as needed.
- Assist with Fund Development and Marketing projects as needed.
- Assist with agency fundraising events.
- Actively support and promote a safe work environment through adherence to all safety policies including, but not

limited to, those pertaining to crisis management procedures, accident/incident reporting procedures, and drug-free

work place policy.

- Other duties as assigned.

Qualifications/Education and/or Experience

Bachelor's, Associates degree or related Courses, Professional training or experience in written communication, customer service, general office procedures, and computers/office equipment is desired. Prior experience working with Park District Risk Management Association (PDRMA) a plus. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills

High proficiency in payroll/HR applications is required. Proficiency in Microsoft Office Suite applications desirable. This individual should have the ability to learn new software applications and procedures quickly.