



Human Resources Manager

Crystal Lake Park District

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Closing Date:

Salary: 71,649.00 - 89,559.00

Description:

SUMMARY

Under the supervision of the Superintendent of Business Services, the Human Resource Manger is responsible to manage and maintain all aspects of the human resource and risk management functions, including compensation and job classification administration, benefits program administration, training and employee development, recruitment, personnel files, employee retirement, unemployment compensation, compliance with state and federal personnel laws, and revision and administration of the Park District's employee and safety policies and procedures.

QUALIFICATIONS

Baccalaureate degree in Human Resources, Business Administration, or related field; master's degree is desired. Five to ten years related experience and/or training; or equivalent combination of education and experience.

- Strong knowledge of human resource principles, concepts, practices, and related compliance issues.
- Strong knowledge of federal, state, and local personnel related laws
- Ability to maintain the highly confidential nature of human resources work.
- Capacity to apply and adapt policies and procedures to meet District needs.
- Good knowledge of the principles, practices and objectives of community park and recreation administration.
- Good knowledge of pertinent safety precautions
- Ability to hire, train and evaluate the work of professional, technical, skilled, clerical, and semi-skilled employees.
- Ability to maintain a positive and effective work relationship with other supervisors and subordinate employees.
- Ability to work independently in day-to-day operations with general direction from the Superintendent of Business Services.
- Capacity to utilize effective time management skills and be able to work under stress of multiple

deadlines, requests from other departments and interruptions with accuracy.

- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers.
- Ability to demonstrate leadership qualities to perform required work.
- Ability to communicate effectively with fellow staff and the public both orally and in writing.
- Capacity to be self-motivated and achieve goals with minimal supervision or direction.
- Ability to maintain self-control and composure in difficult situations.
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.
- Knowledge of computer word-processing and spreadsheet software applications.
- Ability to research, analyze and interpret information to make sound recommendations for action.
- Proven problem-solving, leadership and management skills.
- Excellent interpersonal, communication and organizational skills.
- Valid drivers' license and current vehicle insurance .

ESSENTIAL FUNCTIONS

- Oversee Risk Management Supervisor.
- Coordinate the District and its' employees in dealing with organizational, procedural, and technological changes through training and increasing employee involvement and commitment.
- Coordinate the development, review, and revision of all job descriptions.
- Coordinate and implement with Occupational Health the employee Random Drug Testing program.
- Review, evaluate and implement changes to the district's employee performance appraisal process and documentation on a regular basis.
- Administer the District's workers' compensation benefit program.
- Coordinate and promote the various Park District Volunteer Programs.
- Manage unemployment procedures in conjunction with Unemployment Consultants.
- Research and develop wage levels and pay grades as needed.
- Review and update wage levels and pay grades annually.
- Research, design and administer employee wellness programs with Occupational Health and PDRMA.
- Maintain key distribution and master facility key list for employees.
- Establish human resource priorities, plan, and accomplish goals. Consult with the Administrative staff to evaluate the district's needs and to develop goals.
- Develop, implement, and administer various in-house and out-of-house employee training programs to meet organizational needs.
- Serve as the Park District's ADA Coordinator for employees, volunteers, and contractors.
- Assist in developing and maintaining safety training curriculum and safety handbooks and manuals.
- Maintain confidentiality and security of privileged and confidential information, including employee records and files.
- Develop, monitor, revise and distribute legally compliant and cost-efficient employee policies, procedures, and programs.

- Create, implement, and administer a compensation and benefit program that is cost/benefit effective for the district and its employees, including health, dental and retirement plans, as well as employee assistance program, workers' compensation, and COBRA. Process employee benefit enrollment, status changes, COBRA benefits, workers' compensation claims and unemployment claims. Distribute various correspondence concerning benefits to the employees.
- Assist employees in interpreting, processing, and receiving benefits, and act as an advocate when benefits are questioned or denied.
- Direct the general hiring process of the district by establishing hiring procedures and practices. In addition, coach managers and supervisors with job placements, ads, and postings, administer assessments, conduct interviews, make employment offers and conduct reference checks. Assist Payroll Accountant in processing new employees' employment paperwork.
- Act as internal consultant to staff regarding general human resource practices and trends, including recruiting, performance evaluation, discipline, and termination.
- Evaluate current practices and recommend measures to assure compliance with federal, state, and local regulations governing employment practices, and health and safety. Distribute various Labor Posters to each facility.
- Report to management on the status of matters affecting the liability of the district and/or matters which pose a safety hazard or threat to employees and the public.
- Establish procedures to monitor and review employee terminations to determine if the terminations are legally justifiable and in conformance with Park District policy and practices to ensure that terminations are supported by the proper documentation.
- Perform exit interviews with staff in key positions.
- Obtain current information on personnel, payroll and benefits topics and act appropriately.
- Assist and make recommendations to management on issues of human resource planning, employee career development and succession planning.
- Strive to keep up to date with changes in the HR management field through self education, consulting with legal counsel, attending workshops and conferences, and maintaining professional relationships with colleagues in the HR profession.
- Manage personnel records, files, applications, and personnel information.
- Attend staff meetings, as required.
- Adhere to and enforce staff compliance with organizational policies and procedures.
- Promote Crystal Lake Park District programs to patrons, members, guests, and staff.
- Participate in park district Safety and Training Program to ensure that work performed, and services provided are implemented in a safe manner.

MARGINAL FUNCTIONS

- Assist in preparing bi-weekly payroll and related reports when needed.
- Assist Risk Management Supervisor in the preparation for the PDRMA Loss Control Review.
- Compile and submit the EEO-4 report to the EEOC.
- Work with Superintendent of Business Services to develop and maintain an annual HR budget, with entry into the financial software.
- Perform other duties as assigned.

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

PHYSICAL CONSIDERATIONS

- May frequently be required to walk, sit, talk, and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.
- Ability to spend up to 80% of work time reading and/or sitting at a computer terminal.

PSYCHOLOGICAL CONSIDERATIONS

Worker must be able to:

- Must be able to work effectively under the stress of deadlines and complaints.
- Resolve differences between staff.
- Work independently with direction of Superintendent of Business Services and Executive Director.
- Cooperatively with fellow staff, general public, vendors, community groups, and other business staff in a proper manner.

PHYSIOLOGICAL CONSIDERATIONS

Prolonged stress and pressures of the position could affect some individual's blood pressure.

ENVIRONMENTAL CONSIDERATIONS

- May be involved in repetitive work (i.e., computer keyboard and writing).
- Occasionally visiting other Park District buildings where records are stored.
- Occasionally at job sites where dust, pollens, molds, weather conditions, including extreme heat and cold, snow rain and ice.
- Most activities are performed indoors; these conditions include lighting and temperature.

COGNITIVE CONSIDERATIONS

- Must be able to train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Identify and maintain confidentiality of sensitive information. Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to staff and visitors of the park district.
- Use good safety awareness and judgment.

If at any time during the course of employment, the employee is unable to perform the duties, functions, or considerations outlined in this job description, the immediate supervisor should be informed.