



## **Human Resource Coordinator**

### **Des Plaines Park District**

**Contact Name:** Nicole Dale

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**Closing Date:**

**Salary:** \$50,065 - \$56,000

#### **Description:**

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

#### **JOB IDENTIFICATION**

Job Title: Human Resource Coordinator

Grade: 8 - Hiring Range: \$50,065 - \$56,000

FLSA: Exempt

Department: Business

#### **SUPERVISORY RELATIONSHIPS**

Reports to: Superintendent of Human Resources & Risk Management

#### **BASIC FUNCTION**

The Human Resources Coordinator is responsible for human resources and safety related functions within the District.

#### **ESSENTIAL DUTIES - HUMAN RESOURCES**

1. Develop, update, maintain, administer and enforce District human resource procedures and programs in accordance with relevant legal requirements.
2. Assist in employee hiring, development, discipline, and terminations.
3. Assist with employment benefits programs, including insurance and flexible spending.
4. Process biweekly payroll – verify timekeeping information for all employees; calculate pay according to hours worked, leave, and overtime; manage and calculate necessary changes, adjustments, overrides, etc.
5. Manage employee on-boarding and off-boarding in HRIS system. Assist with following up on missing paperwork, verify I-9s, new hire reporting, background checks, and add employees to

financial software.

6. Assist the Superintendent of Risk Management with the human resources budget.
7. Manage unemployment claims, protest/appeal unwarranted claims and supervise arbitration hearings.
8. Responds to inquiries and proactively communicate information regarding policies, procedures, benefits, and programs.
9. Maintain personnel files and records including maintenance of records in HR Software.
10. Coordinate payment for medical, dental, vision and Flexible Spending bills.
11. Coordinate management training on topics related to Human Resources.
12. Maintain IMRF enrollment. Monitor hours worked by all District staff members in relation to IMRF participation regulations.
13. Serve as a back-up to the front desk in the event the front desk associate and business staff are unavailable – must demonstrate and promote positive guest relations and exceptional customer service.

#### ESSENTIAL DUTIES – RISK MANAGEMENT

1. Serve on the District's Risk Management Committee – prepare meeting agenda, materials, and minutes.
2. Coordinate Facility and Program Inspections, follow up with matters to be addressed.
3. Assist with property and vehicle losses and workman's compensation claims with PDRMA.
4. Track incidents and accidents to identify and address trending issues.
5. Coordinate safety training for full time staff; assist supervisors with training of part time staff.
6. Assist with PDRMA's loss control review.

#### OTHER DUTIES

1. Prepare reports as requested.
2. Complete background checks for volunteers and employees.
3. Remains knowledgeable of all state and federal HR laws and their application to the District.
4. Assist in the implementation of the District's Strategic Plan.
5. Attend training sessions and classes for professional development.
6. Assist with special events, including but not limited to Fall Fest.
7. Member of a Park District committee as assigned.
8. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
9. Perform additional duties as assigned.

#### POSITION QUALIFICATIONS

Education: B.A. in human resources, business or public administration, or a closely related field

Experience: 1-3 years of related Human Resource and/or Risk Management experience.

Certifications: CPR and First Aid Certification, classes available through Park District, Valid Illinois Driver's License

#### PERKS & BENEFITS: FULL TIME STAFF

Medical, Dental & Vision coverage

Life insurance (basic & voluntary additional coverage)

IMRF Defined Benefit Pension

457 Defined Contribution Plan

Paid Time Off (sick, vacation, and personal)

Medical Flexible Spending Account

Health Savings Account with Employer Contribution (for applicable HDHP)

Park District Facility & Program Discounts

**\*\*To apply, please visit [dpparks.org/jobs](http://dpparks.org/jobs)\*\***