



Human Resources Generalist

Mundelein Park & Recreation Dist.

Contact Name: Sarah Bannon

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Closing Date:

Salary: \$47,858 - \$59,822 DOQ

Description:

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Position Type: Full-Time/Non-Exempt **Posting Closing Date:** Until Filled

Starting Salary: \$47,858-\$59,822 DOQ

Benefits: IMRF Pension, PTO & District Discounts, Health, Dental & Vision Insurance, Group Life Insurance

Apply online at www.mundeleinparks.org

Summary

Under the direction and supervision of the Human Resources Manager, the Human Resources Generalist is responsible for the administration of the human resources functions of the District. Responsibilities include but are not limited to, personnel policy development and compliance, benefits administration, employee recruitment and processing, training, and development of staff. Other duties include but are not limited to; assisting with staff wellness and recognition programs, job description review and development, performance management, compensation and other special projects, and other duties as assigned.

Qualifications– Education, Experience and Training

Self-motivated, intuitive, and energetic personality with a bachelor's degree in Human Resources or a related field is preferred or an equivalent combination of training and experience. 3-5 years of human resources experience is preferred. Experience and understanding of employment law, compliance initiatives, and human resources best practices relating to recruiting, benefits administration, training, and development, compensation, etc. Excellent customer service skills with strong communication skills in both verbal and written formats. Proficient in MS Office suite (Word, Excel, and Outlook) with aptitude to learn other systems/software. Possess attention to detail, strong organizational skills, and

the ability to multi-task. CPR, First Aid, and AED Certification required within 90 days of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

Administration of day-to-day operations and duties of the human resources functions.

Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.

Process background checks, pre-employment physicals, and other aspects of the employment and onboarding process.

Maintains accurate and up-to-date personnel files, records, documentation, and HR related software.

Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

Assist with ensuring compliance with federal, state, and local personnel related laws and requirements, including DOL, EEOC, ADA, COBRA, FLSA, FMLA, and ACA.

Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.).

Maintain the applicant tracking system including job postings, IPRA postings, and assist hiring supervisors as needed with applicant interview phone screens.

Assist in administering the employment benefits programs, including PlanSource benefits, and conduct benefits meetings with all PT-20 and up new hires.

Assist in coordinating HR projects (meetings, trainings, surveys, etc.).

Assist in managing the employee performance evaluation process.

Assist with advising supervisors and management on performance concerns, review corrective action documentation, and participate in investigations when needed.

Assist in managing employee programs including but not limited to the Fun & Wellness Committee, recognition, employee gifts, District Wellness Program, and PDRMA Wellness Program.

Respond to inquiries and proactively communicate information regarding policies, procedures, benefits, and employee programs in a timely and professional manner.

Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills including attendance at the IPRA annual conference.

Maintain mandated federal and state labor law and OSHA postings at all park district facilities.

Conduct new hire onboarding, new hire orientations, and training as needed and assigned.

Assist with conducting off boarding tasks and processes as needed including exit interviews. Assist in planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

Assist with developing, updating, and maintaining employee job titles, job descriptions, classifications, wage ranges, etc. for all park district employees.

Attend pertinent departmental/park district meetings and in-house training sessions.

Investigate and suggest improvements for processes and procedures to support the District's human resource functions.

Ensure compliance with the Affordable Care Act including annual reporting and enrollment of employees as needed.

Assist with planning and implementation of annual open enrollment benefit programs and processes.

Conduct self-according to the policies and procedures as established by the park district.

Provide clerical and administrative support to HR Manager as needed.

Document procedures and instructions regarding functions and tasks of importance.

Perform other related duties as assigned.