



Manager of Human Resources

Rolling Meadows Park District

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Closing Date:
Salary: \$55,000 - \$70,000

Description:

Manager of Human Resources

Department: Administration
Supervisor: Executive Director
FLSA Status: Full-Time, Exempt
Salary Range: \$50,000 - \$70,000

Under the direction of the Executive Director, the Manager of Human Resources is responsible for the day-to-day administration of the human resources programs of the District including but not limited to, employment processing, onboarding and new hire orientations, wage and benefit administration, recruitment, training and development, and employee engagement. The Manager will be involved in a broad range of human resources responsibilities including but not limited to; payroll, worker's compensation, job description development and compliance with employment laws. The Manager of Human Resources will serve as part of the District Leadership Team. This is an at-will position. Rolling Meadows Park District is an equal opportunity employer.

QUALIFICATIONS:

Bachelors' Degree in Human Resource Management, Business Administration, Psychology, Sociology or closely related field required. A minimum of three years' experience in the administration of human resource functions. PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred. Strong organizational management with attention to detail, along with excellent verbal and written communication skills required. Must be able to build rapport, establish and sustain positive working relationships and protect confidential matter. Ability to follow direction and work independently. Must have a valid Illinois Driver's License and be able to provide own transportation.

ESSENTIAL FUNCTIONS:

Employee Relations

- Handle all employee-related matters with fairness, consistency, discretion and confidentiality.
- Provide internal customer service, answers questions from employees regarding human resource matters, policies and procedures.

- Maintain respectful and responsible working relationships with all departments to enhance internal customer service.
- Explain employment benefits and general terms and conditions of employment to new employees.
- Function as a neutral contact for internal concerns/complaints brought forward by employees, investigates in collaboration with appropriate Superintendent and/or Executive Director.
- Establish recruiting tools and support supervisors with the recruiting process, including job postings, applicant screenings, employment offers and employment verification checks.
- Interpret and explain Park District policies to employees.

RECORDS, REPORTS AND MEETINGS:

- Keep and maintain all full and part-time personnel files: tax forms, insurance elections, salary, changes in job classification or salary and health insurance reimbursement information.
- Maintain accurate records of full-time employee's vacation, sick, floating holidays and personal time.
- Administer and ensure compliance of leave of absence programs.
- In collaboration with hiring supervisor, create, maintain and/or revise job descriptions.
- Report newly hired staff to the Illinois Department of Employment Security (IDES).
- Maintain files on employee benefits such as IMRF, medical, dental and vision insurance.
- Coordinate benefits administration to include open enrollment, change reporting, approving health and welfare benefit invoices for payment and communicating benefit information to employees.
- Maintain information on miscellaneous benefits such as credit union, deferred compensation and AFLAC.
- Comply with all State and Federal laws pertaining to hiring practices.
- Maintain worker's compensation accident reports for filing with PDRMA and notice to Safety Committee.

PAYROLL:

- Through PayCom Manage payroll for all full-time and part-time staff.
- Verify and approve employee time and attendance on a bi-weekly basis.
- Reconcile payroll reports and analyze for accuracy.
- Maintain and update staff voluntary and involuntary payroll deductions.
- Update payroll system when new policies and/or benefits occur.
- Manage and review year-end reporting and processing.
- Receive paychecks from payroll provider and direct mail to recipients on payday.

Email cover letter and resume to acharlesworth@rmparks.org