



Human Resources and Risk Manager - Full Time

Deerfield Park District

Contact Name: Jeff Harvey

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Closing Date:

Salary: \$100,000 +/- DOQ

Description:

Human Resources and Risk Manager - Full Time

Who we are?

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool and Deerspring Pool. The Park District employs an average of 300 staff with over 500 seasonally. The district maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in the last two years. For additional information visit us at www.deerfieldparks.org.

What is the opportunity?

Our Human Resources and Risk Manager is an integral position within the Finance Department of the Deerfield Park District. If you enjoy working with people, helping solve concerns and proactively finding ways to be more efficient, this role is for you! The HR and Risk Manager is responsible for the overall administration and coordination of the human resource, risk management, safety, and training functions of the District.

Overview of Key Responsibilities:

The Human Resources and Risk Manager has a wide variety of essential duties including but not limited to:

- Serves as an internal consultant to Department Heads, Superintendents, Managers and Supervisors on employee processes and/or issues.
- Provides support and counsel to supervisors and employees regarding job-related issues. As needed, investigates and resolves employee relations items including claims of harassment and discrimination. Recommends and initiates steps for resolution.
- Stays current on employment laws at federal, state and park district level, makes recommendations and updates to the Employee Policies and Procedures Manual.

- Coordinates and maintains the HRM software systems including: applicant tracking, onboarding, time & attendance, and data management.
- Supports the compensation process, updates the District's compensation and performance evaluation program.
- Serves as representative and liaison to the agency risk pool (PDRMA) for loss control. This includes site and safety inspections.
- Active member of the safety action committee. Works with the safety committee chair in distributing information and training opportunities for staff
- Reviews, tracks and analyzes employee incident reports. Works to resolve, remediate and retrain where needed.
- Works with safety committee chair to schedule recommended staff safety training.
- Attends agency risk pool (PDRMA) and other related safety workshops.
- Acts as a resource for staff and management regarding risk, safety, personnel policies, procedures, laws, standards and government regulations
- Monitors and maintains compliance with all local, state and federal laws and regulations including DOL, EEOC, ADA, COBRA, FSLA, FMLA, state and federal posting compliance.
- Oversees benefits administration: benefits orientation, enrolling new employees, processing qualifying events, open enrollment, resolving claims issues, terminating coverage, COBRA compliance, retiree continuation, and communicating benefit information to prospective, active and former employees.
- Manages and coordinates unemployment claims, protests/appeals unwarranted claims. Works with our vendor, Unemployment Consultants, in the administration of the program.
- Supports recruitment efforts for all staff (exempt, nonexempt and temporary). Creates job postings; works with supervisors to create interview guides, extends job offers; coordinates and collects new hire paperwork; conducts new employee onboarding, orientation and training.

What qualifications are needed?

- Bachelor's degree in Human Resources, Business Administration or related field.
- PHR, SPHR, SHRM certification preferred.
- Several years of related work experience including prior supervisory experience and significant knowledge of employment laws at federal, state and park district level.
- Proficient with the use of Microsoft Office Suite and HRIS systems.
- Valid driver's license required.

Scheduling, pay and benefits

Full-Time, Exempt Position.

Excellent benefit package including Retirement Plan, Paid days off (vacation, sick, floating holidays), medical, dental and life insurance, free annual fitness center pass, pool pass and free and/or subsidized Park District activities and events for employee and family members. And much more.

Apply online at <http://deerfieldparks.org/jobs> Open until filled.

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A full job description will be provided during the interview process.

