



## **Benefits/HRIS Specialist**

### **Arlington Heights Park District**

**Contact Name:** Rosie

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**Contact Phone:**

**Closing Date:**

**Salary:** \$63,000-\$68,000

#### **Description:**

Do you enjoy benefits and want to advance your career? Join the Arlington Heights Park District Human Resources Department as our new Benefits/HRIS Specialist! This role reports to the Superintendent of HR and oversees the daily management and compliance of all benefit programs including but not limited to, Medical, Dental, Vision, 457 Retirement Savings Plan, and IMRF. This position will assist with the Family Medical Leave Absence/personal leave of absence, administering and tracking time off. The Benefits HRIS Specialist will also work collaboratively with the HR Coordinator in the maintenance and accuracy of all employee data, HRIS administration, and reporting.

#### **This position will need to have a strong knowledge of:**

- Human Resources and Employee Benefits, such as FMLA, Medical, Dental, Vision, Life, ADA, and IMRF is preferred
- Standard practices of office administration
- Open Meetings Act (OMA) and the Illinois Freedom of Information Act (FOIA)
  - Must receive certifications within six months of employment
- Ability to provide high levels of customer service to internal and external customers
- Ability to maintain confidentiality of assigned duties and projects
- Good knowledge of word processing, mail merges, spreadsheets, databases, and other software programs

#### **EDUCATION, EXPERIENCE AND TRAINING**

- BA/BS in Human Resources Management, Organizational Development, Personnel Administration, or a closely related field from an accredited college or university
- Minimum of three to five year's experience performing administrative office work and benefits administration
- Or, any equivalent combination of education, experience, and training
- Valid Illinois Class "D" Driver's License

#### **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Remote Work Options
- Park District facility and program discounts for employees and their families

### **AHPD OVERVIEW**

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However, you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, and Senior Center—and 58 parks across 716 acres of land. In our 95-year history, we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years, and receiving multiple awards for fiscal responsibility.

<https://ahpd.bamboohr.com/careers/141>

*The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.*