



## **Human Resources Generalist**

### Village of Hanover Park

**Contact Name:** Barry Kurcz  
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**Contact Phone:** 630-823-5661  
**Closing Date:**  
**Salary:** \$70,555-\$78,493

#### **Description:**

**Hanover Park, Illinois (pop. 37,470)** Hanover Park, Illinois is a suburban community located 30 miles northwest of Chicago. The Village is located in both Cook and DuPage counties. Hanover Park is a Home Rule municipality with a AA Bond rating and is home to over 600 businesses from small home-grown operations to large Fortune 500 companies.

Hanover Park is a great community to live, visit, work and do business. It is a community rich with culture, and has a reputation as a friendly, quiet place with effective and engaged government, housing that is affordable and excellent schools. With 80 different nationalities and 30 languages spoken, Hanover Park is, as the tagline says, "America's Global Village".

#### **About the Position**

Performs a variety of administrative and technical human resources functions that require a high degree of analysis, individual judgment in the absence of specific policies and/or guidance from superiors, and confidentiality. Assists the Human Resource Director in administering a comprehensive human resources program for the Village, including employee recruitment, selection, testing, job analysis, employee communication, benefits administration, worker's compensation, FMLA administration, compensation, training and development; development and implementation of personnel policies, procedures, and practices; employment law compliance and labor relations. Manages and administers human resources information systems.

#### **Position Responsibilities**

Key position responsibilities include the following:

- Conducts recruitment and selection activities.
- Manages benefits, COBRA and retiree insurance programs.
- Administers human resources information systems(HRIS).
- Develops, updates, and maintains HR intranet websites.
- Assists with creating graphic designs, brochures, and presentations.
- Provides assistance to the Human Resources Director in day-to-day activities, reports, correspondence, and special projects.

Participates in labor negotiation meetings and meeting preparation.  
Conducts exit interviews.  
Assists with making policy recommendations.  
Assists in the development and review of job descriptions.  
Municipal wage and benefit surveys and salary analysis.  
Assists with employee training.  
Assists HR Director with department budget preparation.  
Participates in professional development events and stays abreast of new trends in the field.  
Reviews all invoices for payment prior to processing.  
Assists with the completion of HR initiatives.

**Position Requirements** – Bachelor's degree in Human Resources or a related discipline plus four (4) years of related experience, or an equivalent combination of education and experience.

Bilingual English/Spanish fluency is preferred. Must possess a valid Illinois driver's license. SHRM-CP, SHRM-SCP, PHR, or SPHR, or other related certification is preferred.

**OUR AWESOME BENEFITS INCLUDE:**

Hiring range \$70,555-\$78,493 annual salary  
\$36.18-\$40.25 hourly

- Paid Vacation, Holidays, and Sick days
- In the spirit of inclusivity, we provide paid personal days for you to celebrate holidays when you choose.
- Life Insurance Policy equal to your annual salary paid by the Village
- Up to \$1,000 in language proficiency pay
- Pension with an employer contribution
- Medical Insurance with only an 11% employee contribution
- Free single Dental Insurance
- Annual Employee Awards and Appreciation Event
- Annual Employee Picnic
- Annual Holiday Party
- Wellness Events
- Free Gym Membership
- Free Ride Program - first month of public transportation is free

To Apply: <http://www.hpiljobs.org>