



Human Resources Manager Gurnee Park District

Contact Name: Mike Szpylman

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Contact Phone:

Closing Date:

Salary: 75,000 - 90,000

Description:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=184512&clientkey=1B4D77D840641B2EC303AA62E9719592>

Job Location: Viking Park Community Center [IL, US]

Job Category: Administration/Business Services

Under the direction and supervision of the Director of Business Services, this position is responsible for the overall management and administration of the human resource functions of the District. This is a Business Services Department full time position with hours primarily from 8:30 a.m. to 5:00 p.m. Monday through Friday, with some evening and weekend work to be expected.

ESSENTIAL FUNCTIONS

Human Resource Management

- Provide excellent customer service to both internal and external customers.
- Advise Director of Business Services when to involve legal counsel on human resource matters.
- Develop, recommend and implement personnel policies and procedures. Prepare and maintain the Personnel Policy Manual.
- Counsel supervisors and employees regarding human resource job-related issues and concerns. Investigate and resolve employee relations issues including claims of harassment and discrimination. Recommend and initiate steps for resolution. Serve as an internal consultant to Department Heads, Managers and Supervisors on all employee processes and issues of discipline.
- Oversee employee involuntary dismissal process including formulating dismissal letters, scheduling and attending dismissal meetings, and completing appropriate information.
- Coordinate, implement and maintain the human resource functions of the Park District personnel management software system.
- Participate in developing department goals, objectives and systems consistent with the organization's strategic plan.
- Implement and annually update the Districts performance evaluation program.
- Maintain and update job descriptions as necessary.
- Maintain the District's organizational chart.

- Assist with employee recognition and apparel programs.

Reporting & Compliance

- Monitor and maintain compliance with all local, state and federal laws and regulations including DOL/IDOL, EEOC, ADA, HIPAA, COBRA, FLSA, ERISA, FMLA, UC, WC, state and federal posting compliance.
- Generate human resource metric reports to identify trends and make recommendations on recruitment, retention, wages, and benefits.
- Participate in industry salary surveys; conduct competitive analysis of salaries and benefits; make well-supported recommendations.

Benefits Administration

- Oversee 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. Includes health insurance, FSA programs, life insurance, IMRF pension, voluntary retirement programs, and time off programs. Oversees enrollment process and employee records (COBRA, health, retirement, FMLA, etc.) for the purposes of ensuring accurate eligibility and payment information.
- Monitor worker's compensation claims and processes for trends and areas for improvement.
- Administer medical leaves of absence and ensures compliance with FMLA, including overseeing light-duty / restricted-duty work.

Staffing, Training & Development

- Manage the district's recruitment policy and procedures and ensure compliance;
- Lead recruitment efforts for all exempt, nonexempt and temporary workers; write and places job postings; work with supervisors to screen and interview candidates; support managers with job offers.
- Develop and coordinate job fairs and recruiting events.
- Develop and coordinate continuing education for employees and in-house trainings. Conduct employee benefit training as necessary. Train and educate staff in HR policies and procedures.
- Identify training needs and opportunities for staff. Create and deliver training or coordinate training with outside vendors. Maintain database for all staff training.
- Conduct annual employee satisfaction survey (seasonal and year-round).
- Conduct exit interviews of all year-round employees (FT and PT); analyze data and make recommendations for continuous improvement.

Other Duties

- Maintain active and participating membership in state and national park and recreation associations and/or any other memberships benefiting the position and District.
- Attends professional education conferences and workshops as they pertain to the position and within budget parameters and supervisor approval.
- Administer district-wide internship program.
- Performs other duties as required or assigned and within the scope of the job duties.
- Serve as an advisor on the DEI Committee.

Qualifications

- **Education** – Bachelor's Degree in Human Resources, Business Administration or related field required.

- **Experience** – Five years of Human Resources experience required.
- **Skills** – Strong interpersonal skills, communication skills, and writing skills. Ability to maintain a high level of confidentiality, impartiality, and trust. Ability to build and maintain the trust and confidence of others in order to be an effective consultant. Ability to learn additional software and systems required for business transactions. Reading, writing, speaking and understanding English language. Ability to travel between and among facilities using personal automobile. Ability to execute the essential functions of the position with or without reasonable accommodation.
- **Competencies** –Significant knowledge of employment laws at the federal, state, and park district code level, including: FMLA, ADA, HIPAA, WC, UC, FLSA, ERISA, PPACA, DOL/IDOL, EEOC, COBRA and the like. Knowledge and skills with computers, office equipment and software (Outlook, Word, Excel, other HR Software). Knowledge of and ability to apply Americans with Disabilities Act to business situations. Capacity to proactively troubleshoot, problem solve and make sound judgments. Ability to be self-motivated and achieve goals by utilizing effective time management and organizational skills.
- **Certifications** – PHR, SPHR or SHRM certification required. Valid Driver's License. CPR, AED and First Aid certification required within 90 days of hire and must be maintained.