



Human Resources Manager

Plainfield Park District

Contact Name: Maureen Nugent

Contact E-mail: nugent@plfdparks.org

Contact Phone: 779-252-2710

Closing Date:

Salary: Starting Salary Range \$65,000-\$76,000 DOQ

Description:

The Plainfield Park District is seeking an experienced HR professional to manage and oversee all aspects of the District's human resources function. Key responsibilities are:

- Creating and updating HR policies, employee handbook, and job descriptions
- Administering compensation and performance evaluation programs
- Managing employee benefits, wellness programs, and open enrollment
- Manage recruitment, hiring, onboarding, and pre-employment processes
- Leading training programs and providing HR guidance to managers and staff
- Handling workers' compensation, unemployment claims, and employee leave (e.g., FMLA)
- Ensuring compliance with employment laws and HR regulations
- Managing employee relations
- Overseeing the HR and benefits budget

Requirements

- 3 years practical experience in Human Resources Management.
- Bachelor's Degree in Human Resource Management of related field required.
- Working knowledge of HR Best practices

The starting pay range is \$65,000 - \$76,000 DOQ