



HR Specialist

Naperville Park District

Contact Name: Lisette Zuniga

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Closing Date:

Salary: Hiring Rate: \$23.50-\$25.50

Description:

Overview:

Under the general supervision of the Director of Human Resources, the Human Resources (HR) Specialist is responsible for guiding the new hires and rehires through the onboarding process, keeping the components of the onboarding process current, and maintaining training and certification records.

Essential Duties and Responsibilities:

1. Support the Administration Building by answering the front door, accepting and distributing deliveries, posting outgoing mail, distributing mail and maintaining the postage machine.
2. Manage logowear orders for the Board and full-time employees.
3. Monitor employees through the onboarding process. This includes completion of references, background checks, online onboarding, paperwork meetings, work permits, and required training.
4. Follow up with applicants regarding all stages of the onboarding process to ensure timely completion of each component.
5. Maintain open communication with managers regarding their new hires' onboarding progress and any matters that may delay their first date of employment.
6. Communicate and monitor the steps and expectations of the new hire onboarding process. Document communication with new hires.
7. Enter training time into time and attendance software. Enter training and certifications into the Human Capital Management System.
8. Provide onboarding troubleshooting support to new hires and rehires.
9. Track employee qualifications, certifications and licenses, and associated expiration dates. Communicate upcoming expirations as necessary with the employee and/or supervisor.
10. Analyze data, report results, and suggest process, policy, and resource changes to positively impact duration of onboarding, employee turnover, and recruiting efforts.
11. Oversee the part-time employee appraisal completion process by tracking completion, reminding supervisors to complete them.
12. Accept and log gift certificate donation requests. Issue gift certificates.

13. Serve as the main scheduling contact for third party meetings in the Administration Building Boardroom and communicate reservations to Administration Building employees.
14. Maintain the Districtwide phone list and distribute on a monthly basis.
15. Work with all departments to ensure that their records retention and disposal are in line with the expectations of the State Archivist. Oversee long term document retention for Board, HR, Finance, and other records.
16. Serve as the backup to the Executive Administrative Assistant for Board and Board Committee duties. No less than twice per year, execute the tasks for a Board meeting from start to finish to demonstrate the ability to competently complete the tasks.
17. At the direction of the Director of Human Resources, participate in districtwide and departmental projects.

Other Duties and Responsibilities:

- Respond to inquiries, complaints, and requests for information.
- Order office supplies, maintaining general supplies in the Administration Building mailroom and at the request of department managers and directors.
- Schedule and instruct First Aid, CPR, and AED training for Park District staff.
- Assist with recruiting efforts.
- Serve as back up to the HR Administrator for post offer physicals and drug screens.
- Attend conferences, seminars, and workshops to keep abreast of new ideas, developments, and techniques.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to multitask, organize, and maintain attention to detail. Ability to prioritize and handle a variety of different tasks at the same time.
- Ability to work with individuals at all levels within the organization and who possess varying levels of technological skills.
- This position has regular access to confidential data. Must have the ability to maintain a high level of confidentiality.
- Working knowledge of basic computer software including Microsoft platform. Ability to learn new software.
- Bilingual in Spanish and English preferred.

Education and Experience:

- Bachelor's degree in Human Resources, Business, or related field.
- Minimum one (1) year experience in a related field, or an equivalent combination of education and experience.
- Valid driver's license.

Special Considerations:

- Subject to office environmental conditions.
- Subject to modified/flexible work schedule, including early mornings and evenings during peak hiring periods.
- Ability to travel to and work at all Naperville Park District facilities.
- Regular onsite attendance is an essential function of this position.

Benefits

- Pension
- Medical
- Dental

- Vision
- PTO
- and more: <https://npd.sharefile.com/public/share/web-sf022d851e3334e3791696b21b424e747>

To be considered for this position, interested individuals must complete the online application accessible at www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.