



Human Resources Specialist (full-time, \$29.00 - \$32.00 per hour)

Schaumburg Park District

Contact Name: Alison Mielitz

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Closing Date:

Salary: \$29.00 - \$32.00 per hour

Description:

ABOUT US

Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events, as well as facilities, parks and open spaces. The Human Resources Department supports 100 full-time employees and as many as 1,000 part-time and seasonal employees throughout the year.

JOB SUMMARY

Working with the Manager of Human Resources and the Human Resources Coordinator, the Human Resources Specialist is responsible for a wide variety of human resource functions, including recruiting; benefits administration; ACA tracking and reporting; FMLA administration; COBRA administration; employee recognition; employee wellness programs and incentives; HRIS and data management; recording and following up on employee accidents and injuries; OSHA reporting; employment verifications; general HR department administration; employee event planning; special projects; and more!

QUALIFICATIONS

The best applicants will have a Bachelor's degree preferably in human resources, business administration, psychology, sociology, or other related area. Prior related work experience strongly preferred. Other requirements include the ability to build rapport, establish and sustain positive working relationships with a wide variety of employees; a high level of confidentiality, impartiality, and trust; strong interpersonal skills, communication skills, and writing skills; attention to detail, critical thinking and problem solving; ability to be self-directed and meet deadlines; excellent judgment and decision-making. Must have valid Illinois driver's license and reliable personal transportation.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time, year-round, non-exempt position. Target hiring range is \$29.00 to \$32.00 per hour DOQ (depending on qualifications). Schedule is generally Monday through Friday 8:30am – 5pm. Additional work may be required as necessary. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for**

you and your immediate family!

- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays
- Paid Sick Time and Holidays
- Employee Wellness Programs and Incentives
- Employee Recognition Program

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

***** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. *****

Keywords: human, resource, resources, human resources, HR, personnel, employ, employment, admin, administration, administrative, clerical, support, accurate, detail, detailed, organized, processing, confidential, trust, park, parks, recreation, fun, flexible, weekday, benefits, HRIS, FMLA, BambooHR, UKG Ready, OSHA 300, ACA tracking, COBRA, employee wellness, PDRMA, recruiting, benefits administration, data management