



Senior Human Resources Generalist

Forest Preserve District of DuPage County

Contact Name: HR Office N/A

Contact E-mail: foresthr@dupageforest.org

Contact Phone: 630-933-7682

Closing Date: 2025-10-03

Salary: \$66,726 – 75,088 per year.

Description:

The Forest Preserve District of DuPage County is seeking a **Senior Human Resources Generalist** to join our team. This role is ideal for an experienced HR professional who thrives in a collaborative environment and wants to make a meaningful impact on organizational culture, employee engagement, and strategic workforce planning.

As a trusted advisor to leadership, you'll play a key role in shaping the employee experience, from recruitment and performance management to compliance and training. This is a chance to combine your HR expertise with mission-driven work that supports the people who protect and enhance DuPage County's natural areas.

What You'll Do

- Partner with managers and staff on employee relations, performance, and workplace culture.
- Lead recruitment strategies, conduct interviews, and support onboarding and offboarding processes.
- Develop and recommend competitive compensation strategies using internal and market data.
- Review and maintain job descriptions, ensuring compliance with FLSA, EEO, and other regulatory requirements.
- Design and facilitate training programs aligned with organizational goals.
- Provide input on HR policies, procedures, and best practices in areas such as talent management, employee relations, compensation, and compliance.
- Analyze HR data and create reports to inform decision-making and improve processes.
- Step in for the Chief Human Resources Officer when needed.
- Mentor HR team members and contribute to department leadership and planning.

What You'll Need

- Must be 18 years of age or older at the time of hire.
- Bachelor's Degree in Human Resources Management, Public or Business Administration, or related field; 4-6 years of related experience or equivalent combination of education, training, and experience.
- PHR or SHRM-CP certification preferred.

- Valid Driver's License in good standing.
- Proficiency in talent management strategies, employment laws, and training methodologies.
- Skilled in designing and delivering impactful training programs.
- Proficiency with Microsoft Office, Adobe, HRIS applications and related computer software.
- Familiar with performance management, compliance reporting, enforcement of policies/practices, and employee relations.
- Experience in job evaluations, job content analysis, and job description development.
- Strong organizational and time management skills with a proven ability to meet deadlines.
- In-depth understanding of compensation structures, salary survey methodologies, and data interpretation for decision-making.
- Maintains strict confidentiality of all employee and organizational information.
- Ability to analyze situations, identify issues, and resolve conflicts effectively.
- Demonstrated success in establishing and maintaining productive working relationships.
- Strong communication skills, both verbally and in writing.
- Strong organizational skills to maintain accurate records and data.

Schedule, Pay, & Benefits

- Office hours are 8:00 am – 4:30 pm. The position is exempt, which may require the completion of responsibilities beyond office hours.
- Starting at \$66,726 – 75,088 per year.
- We offer an outstanding and affordable benefit package including medical, pension program, and more. To find out more, visit our website.

Why Join Our Team

- Be part of a mission-driven organization dedicated to conservation, recreation, and community engagement.
- Work in a supportive, collaborative environment where your expertise makes a real impact.
- Shape initiatives that improve the employee experience and strengthen organizational culture.

Apply Today

Follow the link to apply directly and be considered for the position.

Additional information about the position and job duties can be found in the attached job description or on our website.

The Forest Preserve District of DuPage County is committed to fostering a diverse and inclusive workplace built on a foundation of respect, integrity, teamwork, and excellence. Our organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.