



HR and Safety Specialist (Full-Time)

Glencoe Park District

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Closing Date:

Salary: \$52,000 - 56,000

Description:

Job Summary:

Under the direction and supervision of the Human Resources Manager, the Human Resources and Safety Specialist is responsible for supporting a wide range of human resources functions (approximately 75% of the role) and coordinating safety and training programs (approximately 25% of the role).

This position plays a key role in ensuring compliance with HR policies and safety regulations while fostering a safe, inclusive, and productive work environment for all employees.

Key Responsibilities:

- Assist with the day-to-day operations of human resources functions and duties.
- Coordinate onboarding and offboarding processes for full-time, part-time, and seasonal employees.
- Maintain complete, accurate, and confidential employee personnel files.
- Monitor and track mandatory District trainings, including but not limited to CPR/AED/First Aid, Sexual Harassment Prevention, DCFS, and Quarterly Safety trainings.
- Process and manage PDRMA claims in coordination with the Human Resources Manager and Safety Committee.
- Coordinate OSHA reporting and maintain related documentation to ensure compliance with regulatory requirements.

Additionally, this position involves access to confidential information, strict adherence to all policies, procedures, and ethical standards is required.

Qualifications:

- Associate's degree in Risk Management, Occupational Health and Safety, Human Resources Management, or a related field is required; bachelor's degree is preferred.
- 1-2 years of experience in safety, risk management, human resources, or a related field; an equivalent combination of education and experience may be considered.
- Experience in parks and recreation or the public/government sector is preferred.
- Proficiency with Microsoft Office and general computer data entry is required; experience with HRIS systems is a plus.
- Must possess or be able to obtain CPR/AED/First Aid Instructor Certification within six months of hire.

- Must possess a valid driver's license.
- All full-time employees must pass a criminal background check, drug test, and physical which the Glencoe Park District will cover.

Required Knowledge:

- Knowledge of standard office procedures, practices, and the operation of common office equipment.
- Proficiency in computer programs, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Publisher) and Windows-based applications.
- Ability to take initiative in improving office processes, preparing reports and correspondence, and maintaining organized and efficient workflows.
- Strong interpersonal skills and sound judgment in assisting staff and interacting with the public in a professional and courteous manner.
- Ability to perform effectively in a professional business office environment while managing multiple priorities.
- Proficiency in computer spreadsheet applications and data management.
- Familiarity with Park District operations, programs, and activities is preferred.

Required Skills:

Must possess strong computer literacy, including proficiency in typing, email, and Microsoft Word and Excel for administrative and reporting functions.

Essential skills and attributes include:

- Demonstrated ability to build and maintain positive working relationships and communicate clearly and professionally in person, by phone, and in writing.
- Proven ability to handle sensitive information with discretion, impartiality, and trust.
- Commitment to producing precise, high-quality work with consistent follow-through.
- Ability to manage multiple priorities, meet deadlines, and work independently.
- Capacity to identify challenges, evaluate options, and implement effective solutions.
- Positive, courteous, and professional demeanor when interacting with employees and the public.

Essential Duties and Responsibilities:

Human Resources

- Serve as a system administrator for the District's Human Resources Information System (HRIS), ensuring data accuracy and integrity.
- Maintain complete, up-to-date, and compliant employee records and HR documentation in accordance with federal, state, and local laws, as well as record retention guidelines.
- Coordinate with full-cycle onboarding and offboarding for full-time, part-time, and seasonal employees, including completion of required paperwork, background checks, and employment verifications.
- Assist with conducting reference checks for prospective employees and ensure documentation is completed and filed appropriately.
- Support recruitment efforts by coordinating job postings, screening applicants, and representing the District at local and regional job fairs; build partnerships with external employment organizations.
- Assist with maintaining and updating job descriptions and personnel changes, including promotions, transfers, compensation adjustments, and terminations.
- Conduct periodic audits of HR files and records (e.g., I-9 verifications, background checks) to ensure compliance and accuracy.
- Assist in responding to employee inquiries regarding policies, procedures, and HR-related matters.

- Support compliance tracking for required trainings, record retention, paystub distribution, employment law updates, and PDRMA reporting.
- Research HR-related topics to ensure continued compliance with laws, best practices, and District policies.
- Perform additional HR duties as assigned.

Administrative

- Maintain accurate employee data management and personnel file organization for both current and former staff.
- Assist the Accounting Manager with tracking and maintaining certificates of insurance (COIs) and related documents.
- Provide the Early Childhood Director with support in maintaining DCFS-required records for program participants and former staff.
- Maintain archived personnel and DCFS files, coordinating with the Administrative Support and Special Projects Manager to apply for document shredding in accordance with record retention laws and compliance requirements.
- Provide administrative support for departmental initiatives, audits, and reporting requirements.

Safety and Training

- Serve as a member of the District's Safety Committee and Training Task Force, working closely with the Safety Committee Chair and Department Heads.
- Coordinate and track all employee safety and compliance training through the District's learning management system (LMS).
- Administer the District's safety programs, ensuring compliance with OSHA standards and PDRMA requirements.
- Actively participates in the District's annual Risk Management Review (RMR) and SMART goal process, and attends PDRMA trainings, including the annual Risk Management Institute (RMI).
- Investigate employee and participant accidents/incidents, conduct follow-up reviews, and assist with safety audits and risk assessments.
- Coordinate CPR/AED certification courses and lead required trainings on a quarterly basis.
- Process driver abstract requests and restrict driving privileges when appropriate.
- Complete annual OSHA 300/300A reporting and assist with ongoing safety documentation and risk management.

Other / General

- Provide consistent support to the HR and Finance Department, Administrative Support and Special Projects Manager, and Department Heads as needed.
- Complete projects assigned by the Human Resources Manager or Director of Finance/HR.
- Uphold the District's mission, vision, and values while fostering diversity, equity, inclusion, and access.
- Maintain a safe, respectful, and welcoming work environment for all employees and patrons.
- Perform any other similar or related Park District duty as required or assigned.

Hours:

Normal work hours are Monday through Friday, 8:30 AM to 5:00 PM. Due to the nature of Park District programming and special events, occasional evening and weekend hours may be required.

Pay Scale:

This is a Full-Time, exempt position. The intended starting annual pay for this position is \$52,000 per year with a full pay scale ranging from \$46,900 per year to \$68,005 per year.

Final compensation will be determined in good faith based on an evaluation of the candidate's qualifications, experience, and the recommendation of the Director of Finance & HR or the Executive

Director.

Benefits:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and personal time)
- Paid Family Leave
- Tuition Reimbursement
- Park District Membership, Program and Rental Discounts

**To review the full job description, please contact the hiring manager.*

Apply here: <https://glencoepark.bamboohr.com/careers/200?source=aWQ9MjI%3D>

Glencoe Park District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.