



## Human Resources and Risk Manager

Oak Lawn Park District

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**Closing Date:**

**Salary:** \$76,000/Year

### Description:

#### NOW HIRING:

#### Human Resources and Risk Manager

The Human Resources and Risk Manager is a full-time, exempt position. This position manages and leads all personnel functions including; recruiting, hiring, time and attendance tracking, and administration of; benefits, staff evaluation, discipline, and terminations along with related recordkeeping. The Human Resources and Risk Manager oversees the safekeeping of and confidentiality of all personnel records. The Human Resources and Risk Manager acts as a resource for the Payroll Administrative Assistant when processing payroll. This position supervises office clerical functions and safety training programs. This position is also responsible for instituting and compliance for risk management throughout the entire District.

#### QUALIFICATIONS:

The position requires a bachelor's degree in a relevant field with at least two years of experience in a position requiring similar duties and responsibilities. The position also requires a practical understanding of; payroll software, legal standards, and best practices in compliance with administrative practices. This position must have interpersonal skills as well conflict resolutions skills. As Risk Manager, this position requires Certification in CPR and as a First Aid Instructor.

#### IMMEDIATE SUPERVISOR:

Executive Director

#### ESSENTIAL FUNCTIONS

- Partners with the leadership team to understand and execute the district's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support to managers and supervisors when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Develop and maintain processes through district's H.R.I.S., BambooHR, for entire district and staff. These processes include but are not limited to; hiring, onboarding, training, evaluation, offboarding, etc.
- Assists with or oversees employee disciplinary meetings, terminations, and investigations.
- Maintains personnel files with accounting for changes, evaluation and P.T.O.

- Coordinates with vendors to monitor service expectations.
- Analyzes trends in compensation and benefits in the field.
- Act as IMRF Authorized Agent and act as point of contact for all IMRF matters including but not limited to; retirement, disability, wage reporting and payment, etc.
- File statutory reports and remits related tax liabilities accordingly.
- Develops and manages safety-training programs including CPR Training for district employees and members of the public.
- Maintains six AEDs for the District as well as supplies associated with the units.
- Conducts accident investigations; and coordinates with PDRMA to administrate insurance claims.
- The Risk Manager will be head of the Risk Management Committee and conduct monthly meetings.
- Audit applicable CAPRA and Distinguished Agency standards for evidence of best practices.
- Manage reconciliation of internal accounting to external documents.
- Coordinate with the auditors to complete annual statutory disclosure requirements.
- Manage vendor expectations to secure and provide cost-effective services.
- Manages security and confidentiality of personnel records.
- Obey and enforces District safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Assist District in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.
- Work during mandatory Oak Lawn Park District holiday events.

## **MARGINAL FUNCTIONS**

- Must be able to perform duties of office staff to cover for scheduled and unscheduled absences.
- If a major economic event occurs that limits park district operations or forces a park district shut down and restricts employees from performing their normal job duties, they may be assigned to duties outside of their job description as warranted by the situation.
- Other duties as assigned.

## **PHYSICAL CONSIDERATIONS**

- Must be able to sit at a desk and work at a computer for prolonged periods of time.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate each department in the district.

## **PSYCHOLOGICAL CONSIDERATIONS**

- Must be able to work closely with co-workers.
- Must be able to interact well with the general public.

## **ENVIRONMENTAL CONSIDERATIONS**

- Employee performs most activities indoors and works within office environmental conditions that include lighting and temperature

## **COGNITIVE CONSIDERATIONS**

- Must possess the ability to read, write and organize materials
- Must be able to follow directions - given orally or in writing.

## **REQUIRED CERTIFICATIONS**

- CPR/First Aid

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