



## Senior Human Resources Generalist

Forest Preserve District of DuPage County

**Contact Name:** Forest HR

**Contact E-mail:** [forestrhr@dupageforest.org](mailto:forestrhr@dupageforest.org)

**Contact Phone:** 630-933-7682

**Closing Date:**

**Salary:** \$62,858-70,782 per year

### Description:

The **Senior Human Resources Generalist** position is ideal for an experienced HR professional who thrives in a collaborative environment and wants to make a meaningful impact on organizational culture.

### What You'll Do

- Serve as a trusted advisor to supervisors and employees on employee relations, performance management, workplace conduct, and policy interpretation, ensuring consistency, fairness, and compliance.
- Lead and support recruitment efforts, including ATS administration, job development, sourcing strategies, interview coordination, candidate evaluation, and reference checks.
- Recommend compensation placement using internal equity and market data, and support the ongoing administration of compensation programs in compliance with applicable laws and agreements.
- Administer and oversee compliance-related programs such as background screening, unemployment, drug testing, medical and specialized testing, and regulatory requirements.
- Develop, review, and maintain job descriptions, position classifications, and HR policies; provide guidance on FLSA, EEO, and other employment regulations.
- Conduct training needs assessments and develop, coordinate, and deliver training programs aligned with organizational goals and workforce development.
- Identify opportunities to improve and streamline HR processes, support special HR projects, and stay current on employment law trends, best practices, and emerging HR technologies.
- Assist with department budgeting, staff development, and mentoring of HR team members while promoting a positive, safe, and supportive work environment.
- Perform other related duties as assigned.

### What You'll Need

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

- Valid Driver's License in good standing.
- Excellent critical thinking skills; including ability to identify issues and analyze facts, exercising sound judgment, and arriving at conclusions to resolve conflicts effectively in a timely manner.
- Demonstrated proficiency in talent and performance management strategies, employee relations, compliance reporting, delivering training programs, and employment law (FMLA, FLSA, ADA, IDHR, EEO, etc.)
- Proficiency with Microsoft Office, Adobe, HRIS and ATS applications and related computer software.
- Knowledge of conducting job evaluations and content analysis for job description development. Skilled in compensation structures, salary survey methodologies, and data interpretation for decision-making.
- Strong organizational and time management skills with a proven ability to meet deadlines.
- Maintains strict confidentiality of all employee and organizational information.
- 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 \$62,858 - 70,782 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 Us?**

- 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.
- Take a lead role in shaping 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 an equal opportunity employer.