



## HR Specialist (Full-Time, Hourly)

Glenview Park District

**Contact Name:** Lianna Caro

**Contact E-mail:** lianna.caro@glenviewparks.org

**Contact Phone:** 224-521-2266

**Closing Date:**

**Salary:** \$31.09-\$34.59/hour

### **Description:**

JOB OPPORTUNITY with the Glenview Park District:

HR Specialist (Full-Time, Hourly)

"Recreate" a better life with a career in the field of Parks & Recreation!

### **ABOUT US**

The Glenview Park District is an independent local government agency that provides beautiful parks and outstanding recreational opportunities for the residents of Glenview, IL and beyond. Major facilities include a 170,000 sq. ft. community center, three aquatic centers, an 18-hole golf course with clubhouse and restaurant, a 9-hole golf course with platform tennis, a tennis club, an ice center, a 1920s dairy farm, an 1850s nature/history center, and an administrative office. The District has 125 full-time employees, 300 year-round part-time employees and another 500 summer/temporary employees.

### **JOB SUMMARY**

Reporting to the Human Resources Director, the Human Resources Specialist (HR Specialist I – Training/Recruiting) is responsible for a wide variety of administrative and professional-level support of the HR function. Examples of duties include:

- Handles the full-cycle recruitment process, which includes developing the recruiting strategy, posting job announcements, scheduling and conducting interviews, communicating with candidates and related activities.
- Processes criminal background checks, reviews results and determines appropriate next steps.
- Completes onboarding in the HR system. Reviews new hire workflows for accuracy and completeness. Validates data within the HR system.
- Coordinates all new hire onboarding activities, which include scheduling and conducting orientation, ensuring completion of new hire checklists and partnering with various departments on access requests.
- Maintains employee records in the HR system and prepares reports as requested or required.
- Conducts regular audits to ensure the accuracy and integrity of HR system data.
- Serves as primary system administrator for Applicant Tracking System (ATS); including system setup, configuration, maintenance, enhancements, reporting, and troubleshooting.
- Supports district-wide training coordination and delivery, including scheduling, tracking attendance, assisting with materials, and developing user guides and procedures.
- Ensures compliance with USCIS Form I-9 requirements; conducts period I-9 audits.

- Assists with HR administrative functions, unemployment claims, employment verifications, standard reporting, and responding to employee inquiries.
- Develops and evaluates departmental procedures to ensure efficiency and accurate process documentation.

## **QUALIFICATIONS**

A Bachelor's Degree with major coursework in Human Resources, Business Administration or related field is preferred. At least 2 years of Human Resources work experience is desired and SHRM or PHR certification is preferred. Park District or government experience is preferred. Paycom experience is preferred. Strong organizational skills, communication skills, computer skills, a high level of critical thinking, confidentiality and a friendly, positive demeanor are a must. The ability to learn software and systems (e.g., Paycom, Tyler, etc.) is required. Valid Illinois driver's license required.

## **SCHEDULING & PAY**

This is a full-time, non-exempt (hourly) position. The hours are Monday-Friday, 8:30 a.m.-5:00 p.m. Some remote flexibility would be considered after the introductory period. The target hiring range is \$31.09/hour (\$64,674 annually) to \$34.59/hour (\$71,950 annually) DOQ commensurate with qualifications and experience. The full range is \$31.09/hour (\$64,674 annually) to \$45.09/hour (\$93,778 annually).

## **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

## **HOW TO APPLY**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” in the upper right corner.

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.