



## Human Resources and Administrative Generalist

### Wheeling Park District

**Contact Name:** Katie Knox

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**Closing Date:**

**Salary:** \$26.50 - \$31.00 per hour

**Description:**

**Job Status:** Full Time – Non-Exempt

**Department:** Administration

**Primary Work Location:** Community Recreation Center

**Reports To:** Manager of Human Resources and Employee Engagement

**Supervisory Responsibility:** None

#### Position Summary

The Human Resources and Administrative Generalist works under the direction of the Manager of Human Resources and Employee Engagement and is responsible for duties related to payroll, recruiting, hiring and onboarding, benefits administration, and the management of the district's HRIS systems, as well as other human resources related programs. This position also supports administrative functions by working in coordination with other departmental staff.

#### Essential Job Duties

##### Payroll

- Administer and maintain the District's payroll and HRIS systems, including employee records, system configuration, pay rules, accruals, job codes, user access, and position management.
- Process bi-weekly payroll, including time and pay verification, manual adjustments, retirement filings, garnishments, and other required payroll reporting.
- Review and audit payroll and time records to ensure accuracy and compliance with District policies and applicable laws.

- Maintain and monitor employee leave accruals; provide reports and communicate balances as needed.
- Serve as the primary point of contact for payroll-related inquiries and provide training and support to supervisors and employees.
- Maintain payroll procedures and remain current on applicable wage and hour laws; communicate updates as necessary.
- Troubleshoot HRIS issues and coordinate with vendors when needed.
- Assist in recruitment efforts, including job postings, applicant tracking, interview scheduling, phone screens, reference checks, and recruitment events.

## **Human Resources**

- Process new hire and rehire documentation, including background checks, I-9s, E-Verify, work permits, and related compliance requirements.
- Conduct periodic compliance audits (I-9, work permits, accruals, HRIS data).
- Assist with retirement filings, ACA/benefits reporting, workers' compensation audits, employment verifications, and other required regulatory reporting.
- Support the District's annual audit process and prepare special or recurring reports as assigned.
- Assist with employee recognition, wellness initiatives, and scheduling staff reviews.

## **Administration**

- Provide general administrative support to the administrative team, including records management, tracking training, staff directory updates, document preparation, and communications.
- Perform special administrative tasks and duties which may be of a confidential nature.
- Maintain files and records across multiple software systems and oversee records retention, including coordinating vendor pickups for storage or disposal.
- Assist with organizing, tracking, and managing districtwide administrative projects, including but not limited to Distinguished Agency Accreditation, CAPRA, and other assigned initiatives.
- Allocate and code purchase card transactions for parks and facility maintenance staff and prepare monthly memo statements.
- Update and manage District assets through Asset Tiger for annual PDRMA review.
- Serve as backup to the Executive Administrative Assistant, including attending Board Meetings and taking minutes as requested.

## **Additional Job Duties**

- Completes tasks in a timely and precise manner working to find ways to improve office procedures and efficiency. Takes initiative and follows through on job tasks from start to completion.
- Skillfully uses the computer, printer, calculator, and fax machine.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Performs special projects or other duties as assigned.

## **Qualifications**

### **Position Requirements**

Bachelor's Degree in human resources, business management, or related field and three years of human resources generalist experience, which includes responsibility for maintaining electronic

record keeping systems, or an equivalent combination of training and experience. Experience and knowledge in payroll and HRIS system preferred. Must have excellent organizational, interpersonal, written and verbal communication skills. Working knowledge of spreadsheet and word processing software. Must possess a thorough working knowledge of Federal and State laws pertaining to payroll.

### **Skills and Abilities**

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- Must have CPR/AED certification or be able to earn within 60 days.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 15 pounds.

### **Working Conditions**

- Most duties will be performed indoors, while regular events, assessments, and property tours will require the worker to be outside.
- Driving to other park facilities will require the worker to be outside.
- May be exposed to cleaning agents, fertilizers, and toner chemicals.
- Telecommuting eligible position

**Benefits:** Full-time Benefits include Medical Insurance (Blue Cross Blue Shield HMO, or PPO), Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), Deferred Compensation Plans, Flexible Spending Accounts (Section 125), Eight (8) Paid Federal Holidays, Paid Vacation, Four (4) Floating Holidays, Twelve (12) Paid Sick Days, Tuition Reimbursement, Incentivized Wellness Plan, Health & Fitness Membership, Outdoor Pool Membership, Program and Facility Discounts.