



Human Resources Generalist

Park District of Highland Park

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Closing Date:

Salary: \$59,011.00-\$67,500.00

Description:

The Human Resources Generalist provides professional-level, administrative support with day-to-day Human Resources functions. Responsible for areas including onboarding, selection, employee orientation and training administration, HRIS administration, employee data maintenance, payroll and time management, and other Human Resources-related tasks. This position will have development opportunities in employee relations, training and development, and performance management. The HR Generalist is a collaborative member of the HR team. Assists with employee culture building. All processes are managed in accordance with procedure and in accordance with federal and state regulations.

Essential Duties and Responsibilities:

- Leads administration of the hiring process for new hire and rehired employees; communicate and coordinate with hiring supervisors to expedite onboarding while administering all required procedural standards; communicates procedural standards/directions to hiring supervisors.
- Leads HR team as payroll specialist; reviews employee timecards and processes bi-weekly payroll ensuring accurate and timely payroll processing.
- Facilitates employee orientation, sexual harassment prevention training and other compliance trainings using pre-prepared training materials.
- Assists with auditing of compliance with required trainings for employees.
- Utilizes and assists with administration of HRIS/HRM system (currently Paycom); enters and maintains data, completes system audits, troubleshoots, manages data corrections, recommends corrective action to HR Director for system issues or to enhance efficiencies.
- Administers payroll-related tasks including but not limited to administration of off-cycle pay, corrections and manual check runs, and deduction review and assignment.
- Coordinates with the Finance department on periodic payroll audits, journal entry corrections and budget/payroll-related processes.
- Assists with interviewing prospective candidates for hire.
- Opportunity to assist in other areas of human resources functions to develop professionally as a generalist.
- Assists with other human resources administrative processes as requested.
- Performs other duties as assigned.

Qualifications: Bachelor's degree in human resources, business administration, or related field required. At least two (2) years of human resources or payroll or benefits administration-related experience; or any equivalent combination of education, relevant experience and/or training. Spanish speaking skills a plus.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to learn the organization's HRIS and talent management systems.
- SHRM-CP or PHR certification is desired but not required.

Wage Range: \$59,011.00-\$67,500.00 annually

Classification: Full-Time, Exempt

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.

- Prolonged periods of sitting at a desk and working on a computer.
- Operates a variety of office equipment, including computer hardware, telephone, calculator, and photocopier, postage machine; required to grasp objects.
- Regularly speak to others one-on-one in-person or over the phone.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds

Working Conditions: The physical environment requires the employee to work primarily in an indoor office setting and sit for prolonged periods of time. Employee may occasionally work outside for short periods of time in heat/cold, wet/humid, and dry conditions. May be requested to work occasional evenings and weekends for staff trainings and special events.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation

- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

The Park District of Highland Park is an equal opportunity employer.

Apply at: Human Resources Generalist