



Human Resources Generalist

Palatine Park District

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Closing Date:

Salary: \$60,000-\$65,000

Description:

Palatine Park District is looking for a talented Human Resources professional with exceptional people skills and attention to detail to join our fun and enthusiastic team. If you are a self-starter, show strong independent judgment, and are committed to ongoing professional growth this is the role for you.

What You'll Do:

- Process new hire paperwork, train and orient, and ensure compliance with federal and state laws and regulations.
- Assist managers in recruiting and retention of full time and part time employees, create job ads and postings, attend community recruitment events and job fairs, maintain postings and partner relationships for referrals.
- Assist with benefits administration including enrollment, termination, COBRA, retiree continuation and renewals.
- Serve as a primary point of contact for HR related issues and employee relations.
- Train employees on policies, procedures and best practices for human resources.
- Monitor and process background checks, employee physicals and drug screens and I-9 verification.

What We're Looking For:

- Bachelors degree in Human Resources, Non-Profit management, Public Administration, Parks & Recreation or closely related field.
- Two (2) years experience in Human Resources or equivalent experience.
- Strong organizational, analytical, program solving skills and attention to detail.
- Strong customer service and leadership skills.
- Familiarity with HRIS systems and Microsoft office suite
- Bilingual Spanish preferred

Why You Should Join Us:

- Exciting opportunities for professional growth and career advancement
- A supportive and inclusive work culture that values your contributions and celebrates success

- Competitive compensation package with benefits and perks
 - Health/Dental/Vision insurance for individual and family
 - Paid life insurance
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays, and sick time
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual and family)
- Fitness Center membership (individual and family)
- Discount at Palatine Hills Golf Course
- The chance to work with a dynamic team of professionals dedicated to excellence and innovation.

To Apply: <https://www.palatineparks.org/employment-opportunities/>