



Human Resources Supervisor

Oswegoland Park District

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Closing Date:

Salary: \$64,000-\$68,000 (DOQ)

Description:

Join Our Team!

We are seeking an experienced Human Resources professional who is ready to expand their responsibilities and make a meaningful impact in a growing organization. This position offers the opportunity to support a wide range of Human Resources initiatives while helping advance employee programs and services across the District. The ideal candidate is a proactive, collaborative professional who enjoys improving processes, supporting employees, and driving continuous improvement.

JOB SUMMARY:

Under the direction of the Superintendent of Human Resources & IT, this position is responsible for the day-to-day administration and operational management of the District's Human Resources functions, including recruitment, onboarding, employee records management, benefits administration, training administration, Human Resources systems management, compliance activities, employee support services, and workforce reporting. This position serves as a primary Human Resources resource for employees and supervisors and exercises independent judgment in administering Human Resources programs, policies, and procedures while supporting organizational goals and maintaining compliance with applicable laws and regulations.

EDUCATION, EXPERIENCE, & TRAINING:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field.
- Four (4) or more years of Human Resources or related professional experience preferred.
- Experience in recruitment, onboarding, employee relations, benefits administration, Human Resources compliance, and Human Resources systems administration preferred.
- Experience working with HRIS, payroll, applicant tracking, learning management, timekeeping, or other business information systems preferred.
- Experience maintaining confidential records, administering employee transactions, and managing Human Resources data with a high degree of accuracy preferred.
- Experience facilitating employee or supervisor training programs preferred.
- PHR, SHRM-CP, or equivalent HR certification preferred.
- CPR/First Aid/AED certification or instructor certification preferred, but not required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversees the District's recruitment and onboarding processes, including job postings, recruitment advertising, ATS administration, hiring documentation, onboarding activities, and recruitment outreach efforts.
- Collaborates with hiring supervisors to identify staffing needs, review position requirements, develop recruitment strategies, and maintain position descriptions, recruitment materials, and related hiring documents.
- Serves as the primary administrator for the District's Human Resources technology systems, including the ATS, HRIS, payroll, benefits administration, learning/risk management, timekeeping, and other employee information systems.
- Maintains and audits employee data and records across Human Resources systems and personnel files, including personnel, confidential, benefits, training, workers' compensation, and employment eligibility documentation. Ensures records are maintained in accordance with District policies, record retention requirements, confidentiality standards, and data integrity expectations.
- Administers employee benefits programs, including enrollments, qualifying life events, open enrollment activities, employee communications, recordkeeping, reporting requirements, and coordination with benefit providers.
- Coordinates and administers employee training and development programs, including compliance training, training assignments, record maintenance, reporting, learning system administration, and facilitation of employee and supervisor training initiatives.
- Administers District personnel policies, procedures, and Human Resources programs. Communicates policy updates, maintains forms and documents, supports policy compliance efforts, and recommends improvements to Human Resources policies, practices, and procedures.
- Serves as the primary point of contact for employees and supervisors regarding Human Resources policies, benefits, payroll, leave administration, timekeeping, onboarding, Human Resources systems, and related employment matters.
- Provides guidance and support to supervisors regarding personnel administration, attendance issues, performance management, employee development, policy interpretation, workplace concerns, and other Human Resources matters.
- Supports employee relations efforts by addressing workplace concerns, providing guidance to employees and supervisors, documenting issues as appropriate, and elevating complex or sensitive matters to the Superintendent of Human Resources & IT.
- Assists with workplace investigations, performance improvement efforts, corrective action processes, and other employment-related matters as assigned.
- Administers workers' compensation activities, including claim documentation, employee communications, record maintenance, incident reporting, and coordination with insurance providers and internal stakeholders.
- Coordinates employee separation and offboarding activities, including resignation processing, separation documentation, benefit notifications, system access changes, and related communications.
- Prepares, analyzes, and distributes Human Resources reports and metrics related to staffing, recruitment, turnover, training compliance, workforce data, and other Human Resources functions. Identifies trends and provides recommendations to improve programs, processes, and operational efficiency.
- Identifies and recommends opportunities to improve Human Resources processes, systems, employee services, and technology utilization through increased efficiency, automation, workflow enhancements, and process optimization.
- Leads and coordinates employee engagement initiatives, employee recognition activities, and other programs designed to enhance workplace culture and organizational effectiveness.

- Leads and coordinates the District's Diversity, Equity, and Inclusion (DEI) Committee, including committee activities, employee resources, programming, and initiatives that support an inclusive workplace culture.
- Assists the Superintendent of Human Resources & IT with strategic initiatives, organizational planning activities, department objectives, workforce planning efforts, and special projects.
- Performs other duties as assigned.

BENEFITS:

- Medical, Dental, and Vision Insurance
- Medical & Dependent Care FSA
- Basic & Voluntary Life Insurance
- IMRF Pension
- AFLAC Plans
- 457 Retirement Plan
- Vacation, Personal, and Sick Time
- Paid Holidays
- Employee Wellness Programs and Incentives
- Employee Recognition Programs
- Discounts at our Golf Course
- Season Passes to our Aquatic Center
- Free or Discounted Prices for our Fitness & Special Event Programs

HOURS:

The Human Resources Supervisor generally works a standard 40-hour workweek, Monday through Friday. Occasional evening or weekend hours may be required to support recruitment activities, employee trainings, meetings, special events, or other operational needs. Flexibility during regular business hours is necessary to effectively support employees, supervisors, applicants, and District operations.

COMPENSATION:

\$64,000-\$68,000 (DOQ)