



Full-Time HR Manager Bartlett Park District

Contact Name: Eric Leninger

Contact E-mail: eleninger@bartlettparks.org

Contact Phone: (630) 540-4812

Closing Date: 2020-09-30

Salary: \$52,000-\$60,000 annually DOQ

Description:

Come create FUN at the Bartlett Park District! A unique District with land in three counties, Bartlett Park District offers many recreational opportunities. District sites include indoor and outdoor aquatic centers, LifeCenter fitness facility, 18-hole golf course and ski hill at Villa Olivia, 9-hole golf course at Apple Orchard, Bartlett Community Center, the Nature Center, and over 40 parks including the newly-renovated inclusive playground at Bartlett Park.

Full Time Job Opportunity

Human Resources Manager

Pay Rate: \$52,000 - \$60,000 Annually (FLSA Exempt)

Please see complete posting on our website at www.bartlettparks.org

Primary Duties

- Develop, maintain, and administer the Park District's personnel policies and procedures.
- Ensure compliance with applicable State and Federal laws.
- Manage personnel recruitment, along with wage and benefit administration.
- Conduct and prepare wage and benefit studies and reports. Recommend appropriate modifications for the Park District.
- Coordinate new hire/rehire onboarding process and Districtwide trainings.
- Maintain all personnel files, including active and past employees, updating as necessary.
- Supervise two (2) part-time team members, the Payroll Specialist and HR/Accounting Specialist.
- Responsible for oversight of the payroll process, including time and attendance software.
- Manage workers' compensation claims and PDRMA's annual workers' compensation paperwork.
- Assist Superintendents and Executive Director in preparation of the annual budget and propose procedures and methods to facilitate budget preparation.
- Investigate and resolve employee relation challenges.
- Responsible for all New Hire Reporting, E-Verify, background checks, and new hire/rehire paperwork.
- Coordinate the probationary review and annual performance evaluation process.
- Maintain and revise job descriptions, along with full-time and part-time wage ranges.
- Manage unemployment claims in conjunction with Unemployment Consultants.

- Oversee staff recognition program and make recommendations/modifications as necessary.
- Reports to the Superintendent of Business Services.

Qualifications

- Bachelor's Degree in Human Resource Management, Personnel Administration, Business Administration, or closely related field required.
- Minimum of three years' experience in the administration of human resource functions.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification a plus.
- Strong organization management with attention to detail, along with excellent verbal and written communication skills required.
- Experience with Paycom and/or Smartfusion software is a plus.

How to Apply

On-line at www.bartlettparks.org under the Employment tab.
Please include Resume and Cover Letter.

Deadline to submit application is September 30, 2020