



Human Resources Generalist

Morton Grove Park District

Contact Name: Laura Kee

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Closing Date:

Salary: \$62,000 - \$66,000

Description:

Summary:

Responsible for Human Resources functions of coordinating and administering activities in accordance with Federal, State, and Local Laws related to recruiting and staffing, compensation administration, employee relations and communication, benefits administration, unemployment practices, staff training, payroll. This position is responsible for the coordination and administration of all human resources and risk management functions within the Morton Grove Park District.

Qualifications:

Requires a bachelor's degree in Human Resources Public Administration or related field from an accredited college or university. Requires a minimum four (4) years of progressively responsible Human Resources experience in a Park District, local government, or similar public sector organization. Excellent interpersonal skills: must be approachable and responsive to employee and applicant needs, requests and suggestions.

Essential Job Functions: Researches, develops, recommends, and communicates Human Resources policies and objectives for the Park District. Manages recruitment, selection and hiring processes of the district, using online application and tracking software. Maintains District's wage and benefit structure, developing recommendations for changes as necessary, to recruit and retain excellent staff at all levels of the organization. Maintains accurate job descriptions of District positions, updating as necessary. Oversees Guest Services, and Park Patrol staff. Ability to conduct training, orientation programs, and other public speaking events. Identifies training needs of District, and provides, or finds appropriate resources for providing, valuable and timely training and development programs. Develops and conducts orientation programs for employees including full-time, part-time, and seasonal. Responsible for ensuring that new hires have appropriate background checks, complete paperwork, and are introduced to District goals, mission, and expectations. Manages employee discipline system, working with supervisors and managers to maintain a system of fair, equitable and timely action to promote improvement in behavior. Investigates employee complaints, involving administrative staff as needed to resolve. Must maintain a high level of confidentiality, and deal with employee matters in a mature and responsible way. Responsible for maintaining accurate and complete employee personnel files. Responsible for Unemployment Compensation reporting, response to claims, etc. working through District's outside contractor. Serves as Safety Coordinator and conducts monthly safety/risk meetings. Reviews loss reports, claims reporting and PDRMA

communications. Participate in all required safety training; perform activities within rules and guidelines of the district's safety program; be aware of safety hazards and take necessary steps to alleviate same to avoid injury and/or accidents. Participate in development of annual budget as relates to Human Resources activities.

Apply at mgparks.com