



Superintendent of Human Resources

Elk Grove Park District

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Closing Date:
Salary: \$83,137 - \$97,426

Description:
Hiring Range: \$83,137 - \$97,426
Hours: Full Time Exempt

JOB SUMMARY

Under general direction, manages and maintains all aspects of the human resources and safety functions of the district, including compensation and benefits, training and development, payroll, recruitment and hiring assistance, pre-employment screening, onboarding, HRIS system, employee relations and internal investigations, performance management and disciplinary actions, employee policies and legal compliance, risk management policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Responsible for hiring, training, supervising, development and evaluation of HR staff.
- Oversees district's HRIS system, employee data and record-keeping,
- Provide overall management of the payroll process.
- Ability to maintain compensation plan and job grades.
- Oversee employee benefit packages selection and implementation.
- Assists in recruiting, interviewing and hiring employees for the district.
- Stays abreast of current research and best practices in human resources management and development and adjusts plans, policies and procedures accordingly.
- Responsible for federal, state and local employment laws and compliance.
- Oversee financial management of the District's training budget, including budget submission and monitoring expenses.
- Oversees support and assistance functions in interpreting policies and procedures and coordinating with supervisors on record keeping, grievance and personnel matters and procedures.
- Takes a proactive role in identifying and responding to issues of employees regarding human resources including but not limited to topics such as benefit enrollment and changes, employee satisfaction surveys, workplace issues, etc.
- Provide overall management of the district's safety program and activities.
- Establishes and assesses policies and procedures to identify and address risk in the organization's services and departments.

- Oversees and serves as primary liaison between the district and its risk management agency.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
- Reinforce the district's mission, vision and value statements.

MINIMUM QUALIFICATIONS

- Ability to treat sensitive and confidential information with discretion.
- Skills in communicating with employees by oral and written means.
- Skills in preparing written reports and analysis.
- Organizational ability.
- Knowledge of human resource concepts and how to implement them.
- Ability to work in a team based environment.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

The above knowledge and skills may be demonstrated by a Bachelor's Degree in Human Resources, Organization Development or related field and a minimum five year's work experience related to the Human Resource function of an organization. An equivalent combination of education and/or experience may be substituted for the above.

Our full-time benefits package includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Security Benefit)
- Paid Vacation, Personal Days, Holidays, and Sick Time
- Free and/or discounted Park District classes, programs, events, and memberships for you and your family
- Employee Assistance Program (EAP)
- Educational assistance/tuition reimbursement
- Employee Service Awards