



## **Human Resources Analyst**

Village of Hanover Park

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$54,996 - \$61,183

**Description:**

**OUR AWESOME BENEFITS INCLUDES:**

- Paid Vacation, Holidays, and Sick days
  
- In the spirit of inclusivity, we provide paid personal days for you to celebrate holidays when you choose.
  
- Life Insurance Policy equal to your annual salary paid by the Village
  
- Up to \$1,000 in language proficiency pay
  
- Pension with an employer contribution
  
- Medical Insurance with only an 11% employee contribution
  
- Free single Dental Insurance
  
- Annual Employee Awards and Appreciation Event
  
- Annual Employee Picnic
  
- Annual Holiday Party
  
- Wellness Events
  
- Free Gym Membership

- Free Ride - first month of public transportation is free

- 37.5 hour work week

Will be responsible for Special Event Planning, Employee Recognition and Awards programs, maintaining confidential information and document management. Serves as backup to Executive Assistant in Village Managers Office and Payroll & Benefits Specialist. An employee in this class is assigned to customer relations work involving considerable employee and public contact and the exercise of some independent judgment with making decisions.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Special event planning, coordination, execution, and participation. Works with vendors to purchase products and services, gets necessary quotes when required and follows through to ensure special event successes. Creates flyers and promotional materials in order to promote events utilizing various outlets including social media, website and electronic distribution. Creates flyers and promotional materials. Assists with creation of Highlighter articles.

Serves as backup to the Human Resources Generalist in order to competently assist and process payroll as required. Assists with benefits administration including automating processes and improvements.

Coordinates employee recognition and awards programs.

Maintains confidential employee information and document management. Ensures records are maintained, purged and destroyed in accordance with appropriate legal requirements, organizational policies.

Assists with maintaining HR and payroll databases. Processes departmental invoices and maintains supplies. Assists with recruitment and onboarding as necessary.

Assists with surveying comparable communities to collect, compile, and analyze data for union and non-union positions. Provide recommendations to management.

Plan and prioritize own daily work schedule to ensure that they are performed according to established procedures and/or standards within the department.

Serves as backup to the Executive Assistant in the Village Managers Office providing necessary vacation coverage, evening meetings, and weekend events. Requires ability to work flexible hours.

Performs other duties and assists other departments as requested or assigned which are reasonably within the scope of the duties enumerated above.

Adhere to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintain regular attendance and punctuality.

Follow all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Report all accidents to the supervisor immediately whenever possible, but no later than

end of the employee's work shift. Follow recognized safe work practices.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be able to work a flexible schedule to attend events including occasional evenings and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION &/OR EXPERIENCE**

Completion of an associate degree or equivalent from a two-year college; and (1) year of related work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Graduates with a bachelor's degree majoring in Human Resource Management, Public Administration, or Business will be considered.

Bi-lingual in Spanish and English preferred.

### **CERTIFICATIONS/LICENSES**

Must possess and maintain a valid Illinois driver's license. Professional HR certification is highly desired.