



Join Our Team!

Human Resources Generalist

The City of Park Ridge seeks an energetic individual to serve as our next Human Resources Generalist! This exempt position administers our comprehensive city-wide human resources program under the direction of the Administrative Services Manager and with the support of the Human Resources Specialist.

Essential Functions

- Continually evaluates effectiveness of the City's benefit plans, programs, practices, and procedures in relation to strategic objectives in terms of perceived benefit to employees, cost, legislative requirements, organizational culture, improving overall employee health and welfare, and employee retention and recruitment.
- Provides insight into annual fiscal year benefits budget based on plan design changes and pricing/claims projections.
- Serves as the City Alternate Delegate to the Intergovernmental Personnel Benefit Cooperative (IPBC) regarding the City's health and medical insurance benefits.
- Develops processes and updates as required for the City's ERP, Tyler MUNIS, and any other systems or programs used to establish, track, audit and reconcile employee and retiree benefits and any related costs.
- Manages the human resource benefits system. Ensures that system records are accurately recorded and cross-checked. Enters new hire information or other changes to employee benefits.
- Manages annual open enrollment for medical, dental, vision, life, flex spending and other employee benefits.
- Coordinates payment of insurance by retirees by working with post-employment health plan provider, pension system administrator and/or billing retirees.
- Maintains compliance with benefit laws such as HIPAA, FMLA, ADA, ERISA, COBRA and GASB 45.
- Performs various studies and research projects and responds to benefit surveys.
- Assists in analyzing bargaining proposals for employee benefits during union negotiations, conducts market surveys to collect supporting data and prepares benefits cost models.



City of Park Ridge
505 Butler Place
Park Ridge, IL 60068
(847) 318-5200
www.parkridge.us

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Human Resources Generalist
Apply by Monday, February 1, 2021



- Tracks and processes all paid and unpaid time off for employees per City policy.
- Liaison to the Illinois Municipal Retirement Fund (IMRF) with regard to benefits administration. Processes monthly IMRF reports.
- Responds to inquiries from employees and retirees regarding HR policies, procedures and programs.
- Completes verification of employment requests in a timely manner.
- Oversees the City's recruitment and selection program for both non-sworn and sworn positions. Prepares and places job notices, designs recruiting campaigns, develops and procures valid testing materials and participates in oral interviews. Coordinates background/criminal history checks and post-offer testing. Conducts orientation and onboarding of new employees.
- Organizes training and identifies new training programs for the City to ensure compliance with federal/state law and City policies.
- Maintains Personnel Policy Manual, Safety Manual and related policies. Prepares additions and revisions on an ongoing basis. Develops and administers procedures related to City Personnel and Safety Policy and state and federal law.
- Maintains job description inventory. Partners with departments to develop new descriptions and to make revisions to current descriptions as necessary.
- Administers the City's worker's compensation program by organizing and submitting initial claim paperwork. Will establish and oversee the activities of a City Safety Committee
- Leads the City's wellness committee. Organizes annual on-site flu vaccine clinic.
- Manages the FMLA and COBRA program administration and relationship with partner vendor.
- Manages unemployment claims administration and relationship with partner vendor.
- Serves as the primary contact for the City's occupational health provider and manages the quarterly random drug and alcohol testing program.
- Manages the relationship with the EAP provider and administers the EAP, including frequent employee communication regarding the benefits of EAP services.
- Coordinates employee relations activities and events. Will create new programming such as Service Excellence Awards, annual employee recognition event, etc.
- Ensures that human resource files and records are maintained in accordance with legal requirements and City policies and procedures.
- Completes monthly and year-end personnel related reports.
- Responds accurately and timely to requests for information, including FOIA requests.
- Identifies state and federal legal requirements and government reporting regulations affecting HR functions and ensures policies, procedures and reporting are in compliance, including but not limited to Affordable Healthcare Act, OSHA and EEO.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.

Knowledge, Skills and Abilities

Individual must have knowledge and deep understanding of human resource reporting and recordkeeping functions including applicable federal, state and local employment-related laws and regulations and fundamental principles and practices of public personnel.

Ability to maintain mental focus in a fast-paced multi-tasking environment and to work over scheduled hours per week as needed. Must be a self-starter with the ability to exercise independent judgment and manage one's time in an effective manner.

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The individual must be able to communicate clearly and concisely, both orally and in writing, and establish and maintain effective relationships with fellow employees, other departments, management staff and the general public.

Position Requirements

- A Bachelor's degree in Human Resources or related field is required. Professional in Human Resources certification from SHRM, or equivalent is strongly preferred.
- A minimum of five years progressively responsible human resources experience is required; municipal experience strongly preferred.
- Strong knowledge of Microsoft Office, including Word, Excel and PowerPoint.
- Ability to learn how to update the Village website and employee intranet.
- Previous experience with HRIS;
- Ability to use general office equipment.

Benefits

This position participates in the Illinois Municipal Retirement Fund (IMRF). Full benefits are included in this position, including medical, dental and vision insurance.

General work hours are 8:00 a.m. to 4:30 p.m. Monday – Friday. Starting salary for position is \$82,000 +/- depending on experience and qualifications, plus benefits. The position will remain open until filled, applicants are encouraged to submit before Monday, February 1, 2021.

Process

The selection process includes an application, interview process, drug screening and background check. The position is expected to be filled immediately upon conclusion of the interview process and after background checks are completed.

Application available at <http://www.parkridge.us/government/employment.aspx>

Submit Application for Employment, cover letter and resume to Human Resources via

E-mail at humanresources@parkridge.us

U.S. mail at City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V