

POSITION DESCRIPTION

POSITION TITLE:	Human Resources Manager	DEPARTMENT:	Administration
LOCATION:	Village Hall		
FLSA STATUS:	Salary \$60,000-\$75,000	UNION:	N/A
EEO CATEGORY:	Professionals	PREPARE DATE:	11/4/2020

GENERAL PURPOSE

The Human Resources Manager provides professional and timely services to the Administration, employees and retirees. Performs tasks related to recruitment, policy development and interpretation, compensation, employee benefits, workers' compensation, employee communications and training.

SUPERVISION RECEIVED:

Works under the supervision of the Mayor.

SUPERVISION EXERCISED

May exercise supervision over temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Update the Employee Handbook and related ordinances as needed.
- Communicates and responds to policy, procedure and human resource related questions from department heads, supervisors and employees. Counsels management to ensure compliance with Village policies and laws affecting employment such as the Fair Labor Standards Act (FLSA), EEO, Fair Employment Practices, Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA).
- Interprets policies and procedures to department heads and employees. Serves as a consultant to department heads in investigating disciplinary actions and employee grievances. Investigates harassment, discrimination and other H.R. related charges and coordinates resolution.
- Administers pre-employment process, which includes scheduling interviews, conducting interviews, pre-employment reference checks, arrange drug/physical screenings, and preparing pre-employment paperwork.
- Responsible for union contract interpretation with Department Heads and Supervisors. Participates as a member of the Village's negotiating team in various discussions with the Finance Director & Labor Attorney.
- Coordinates and tracks all workers' compensation claims. Handles day-to-day tracking and follow-up, which includes working closely with IPRF, nurse case managers, department heads and/or supervisors to coordinate and track medical treatment plans, transitional duty assignments as applicable and timely return of employees to the workplace.
- Serves as Chair to the Village's safety program and coordinates quarterly meetings.
- Administers leave of absence programs to include Family and Medical Leave Act (FMLA), Disability, and Extended Leave of Absence requests.
- Conducts salary and benefit surveys and compiles and analyzes data each year for use by the Finance Director and Village Board.
- Maintains centralized personnel files. Assures confidentiality and completeness of employee files; makes recommendations regarding retention of employee records and files.
- Ensure completion of Employee Engagement forms by Department Heads. Makes recommendations as needed.
- Coordinates and administers insurance programs, including; health, dental, optical and life insurance; workers compensation, unemployment compensation, directs the annual open

enrollment; coordinates insurance concerns of employees, and ensures compliance with State and Federal laws. Responds to requests for information regarding these programs.

- Coordinates enrollments, changes, and terminations for health insurance, dental insurance, prescription drug coverage and COBRA with village insurance provider.
- Coordinates on-site Wellness events to include various educational classes and yearly biometric screenings.
- Manage lawsuits, liability claims, or legal cases.
- Coordinate random drug testing for the Public Works and Water Department workforce.
- Administers the ACA reinsurance filing and coordinates payment.
- Ensures appropriate posting of OSHA 300 log.
- Serves as the on-site IMRF Authorized Agent.
- Coordinates the yearly safety grant funding from IPRF throughout the Village.
- Maintain the Retiree spreadsheet to track insurance contribution information, change rates when required and communicate same with IMRF/Fire/Police.
- Researches information for FOIA's, RFP's or special projects as assigned.
- Conducts exit interviews with terminating employees and coordinates appropriate follow up.
- Advise Village Management on infectious disease and illness (COVID -19) policies and guidelines.
- Performs all other related duties as assigned.

PERIPHERAL DUTIES

Attends Village-sponsored events or board meetings, as required.

Attends seminars, workshops, and training sessions related to position.

EDUCATION AND EXPERIENCE

Minimum Bachelor's degree in Human Resources or close related field required.

Minimum of five (5) years' HR Generalist experience.

Professional certification SHRM-CP, or PHR highly preferred.

PERFORMANCE APPTITUDES

Data Utilization – Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction – Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations. Requires the ability to communicate orally and in writing with the Mayor, Trustees, Finance Director, Department Managers and all department personnel, other Village departments, customers, residents, vendors and the public.

Verbal Aptitude – Requires the ability to utilize a wide variety of reference and descriptive data and information such as policies, procedures, reports, records, correspondence, forms, requisitions, vouchers, notifications, permits, invoices, and general operating manuals.

Equipment, Machinery, Tools and Materials Utilization – Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication, and division; and to calculate percentages and decimals.

Functional Reasoning – Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning – Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Skills in oral and written communications, interviewing and counseling techniques, and classroom instruction.
- Knowledge of principles, methods, and procedures utilized in recruitment and selection, classification and salary administration.
- Knowledge of applicable Federal, State and Local laws and regulations.
- Knowledge of fundamental principles and practices of public personnel administration and municipal government functions, practices and problems.
- Knowledge of statistical concepts and methods.
- Ability to interpret Village personnel programs and policies.
- Ability to collect, compile and analyze information and data and translate data and observations into clear, concise reports.
- Ability to establish and maintain effective working relationships.
- Must hold a valid Illinois Driver's License.

TOOLS AND EQUIPMENT USED

Multi-line phones; computer, printers, copy machine; fax machine; calculator, shredder, Microsoft office suite products, and Paylocity program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.