

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 09-18
POSTED: 01/31/18, 8:00 a.m.
EXPIRATION: 02/28/18, 4:30 p.m.
TITLE: HUMAN RESOURCES GENERALIST (Position Code #1574)
SALARY: \$60,117 - \$81,158
DEPARTMENT: LEGAL
DIVISION: HUMAN RESOURCES

GENERAL PURPOSE

Provides professional and technical human resources consulting and support services for various Human Resources functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares surveys, performs specialized research, and compiles and analyzes data on a variety of HR issues, including municipal comparables, benefits, worker's comp, job descriptions, policies, wages, EEO, state/federal requirements, etc.

Counsels employees, supervisors and managers concerning a wide array of issues, including performance, discipline, attendance, policies, bargaining agreements, benefits, wages, discrimination, harassment, etc.

Assists the City's negotiating team by researching issues, documenting procedures and preparing related communications during contract negotiations.

Develops, recommends, and interprets personnel policies and procedures and advises management when state/federal guidelines require policy updates.

Develops recruitment strategies with hiring managers; maintains a network of outreach agencies to enhance the City's recruitment efforts.

Updates and prepares job descriptions, job postings and advertising, and responds accordingly to applicants. Sorts and records job applicant information. Request background information, extend offer, make medical appointment, negotiate hire date. Notify applicants of position status by letter.

Initiates new employee processing, prepares relevant documents for payroll and related benefit processing. Enter new employee information and other changes into Payroll system.

Conduct New Employee Orientation sessions.

Coaches employees and managers on professional development and assists with preparation of performance evaluations, performance improvement plans, and disciplinary action notices as needed.

Develops and facilitates training sessions as necessary.

Responds to requests for information from employees, management, outside agencies, and the public.

Initiates and tracks employee wage increases and ensures completion.

Prepares a variety of reports, using Excel and PowerPoint, as needed.

Ensures pay policies and benefits are administered per City Ordinance or state guidelines.

Assists with the development of the division budget.

Issues ID badges; tracks and monitors access to City Hall.
Performs all other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Resources, Psychology, Business or related field required. PHR or SPHR Certification desired.

Three years of generalist-level Human Resources required.

Experience in labor relations desired.

Experience with ADP payroll desired.

Minimum of two (2) years' experience utilizing a hosted HRMS.

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of applicable Federal, State and local employment-related laws and regulations.

Basic knowledge of City government structure, procedures, and services as well as the municipal codes.

Knowledge of principles, methods, and procedures used in recruitment and selection, classification and compensation, development and administration.

Knowledge of investigation techniques.

Good knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, and Outlook.

Ability to understand and follow complex oral and written instructions.

Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing.

Ability to work independently, maintain confidential information, and make routine decisions in accordance with laws, ordinances, regulations and established policies.

Ability to analyze, recommend and interpret city personnel programs and policies. Abilities to collect, compile and analyze information & data and to translate observations & results into clear, concise reports & recommendations.

Ability to prepare complex analytical, technical and operational reports.

Ability to proofread and check documents for errors.

Must possess a valid State of Illinois motor vehicle operator's license.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER