



Job Title: Human Resources Coordinator
Department: District Services
Classification: Full-time, Exempt
Salary Range: 7
IMRF Position: Yes

POSITION FOCUS

Under the general direction of the Superintendent of District Services, the Human Resources Coordinator is responsible for leading recruitment and hiring strategies to identify, hire and onboard employees, administration and retention of employee records, benefits administration, and employee relations.

SUPERVISORY RELATIONSHIPS

Reports directly to the Superintendent of District Services and indirectly to the Director of District Services. Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Process new hires including onboarding paperwork, orientation, required documentation, compliance with background check and i-9, benefits enrollment and completion of personnel file.
2. Process and enter all aspects of employee information updates, (hires, terminations, rate, position and contact information) in HRIS system and maintain accurate data changes and integrity.
3. Serve as the primary point of contact for HR-related issues. Answer incoming telephone calls and emails; provide appropriate information with regards to staff concerns.
4. Consult and communicate with various District departments to determine employment needs and facilitate recruitment efforts. This includes developing and maintaining community relationships for referrals, maintaining current information on website and postings along with other electronic communications, and collaborating with Communications and Marketing to develop recruitment marketing materials, social media outreach and modern and engage job posts.
5. Administers various human resource plans and procedures for all district employees; assists in the development and implementation of employee policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual
6. Work with District departments to ensure placement, training, supervision, evaluation and recognition of staff.
7. Assist with District job fair events and represent the District at hosted local and regional job fairs while fostering relationships with outside employment partners.
8. Assist with full-time employee benefit management including orientation & enrollment, claims resolution, change reporting, life event processing, termination COBRA, retiree continuation, approving invoices for payment and communicating benefits information to employees.
9. Process hiring paperwork and submit completed documentation to Payroll.
10. Create and oversee annual operating budget for recruitment and employee recognition programs.
11. Calculate, monitor and report the cost of recruitment efforts.
12. Coordinates with the Safety and Risk Coordinator to ensure proper safety training for and part-time employees.
13. Assist with and respond to unemployment claim processing via third party vendor (unemployment consultants), monitors protests/appeals, unwarranted claims.



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14. Assistant with employee background check process in accordance with District policy, verify checks and consult with managers regarding screening results and application of the district's policy.
15. Perform any other similar or related Park District duty as required or assigned.

SECONDARY RESPONSIBILITIES

1. Assemble a monthly report for the Director of District Services for incorporation into the Departments report to the Park Board of Commissioners.
2. Develop strategic and annual goals and objectives that coordinate with the mission and values of the district that improve the district's recruitment and programs.
3. Communicate organization's vision and mission to personnel and public.
4. Prepare written reports and recommendations related to the district's comprehensive safety, training, and risk management systems.
5. Maintain a neat and orderly work environment.
6. Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities and skills.
7. Familiar with established District policies and procedures and conduct self in accordance with same.
8. Practice consistent and on-time attendance.
9. Act in the best interests of the Palatine Park District, fellow employees and patrons at all times.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's Degree in Parks & Recreation, Human Resources, Non-Profit management, Public Administration or closely related field; or an equivalent combination of relevant education, experience and training.
- Two or more years of experience in, Human Resources or equivalent experience.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.
- Valid Class "D" driver's license.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment drug screen.
 - Strong customer service and leadership skills.
 - Ability to motivate, collaborate, lead and encourage individuals towards a common goal or effort.
 - Strong organizational, analytical, program solving skills and attention to detail.
 - Proficient with various computer software, i.e., Microsoft Office Suite, various HRIS software (Paycor), benefits platform (PlanSource), etc.
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- Excellent verbal and written communication skills.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with internal and external customers.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, forty (40) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an indoor, smoke-free environment with controlled temperatures and LED/fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of stationary work on a computer.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and printer.
- This position moves occasionally about the office to access files, printer, and cabinets.
- This positions frequently interaction with staff, volunteers, and the public. Must be able to exchange accurate information in these situations.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require positioning oneself to reach for items, supplies or materials which include under a desk or on a shelf.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.



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SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/Director Name: _____

Superintendent/
Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____