



## POSITION DESCRIPTION

**Position Title:** Human Resource Generalist/Administration Department

**Reports to:** Human Resource Director

**FLSA Status:** Exempt

**Status:** Full-Time

**Salary Grade:** V

**Hours of Work:** Primarily regular dayshift office hours with some evening and weekend work as needed.

### Statement of Duties

Under general direction of the Human Resource Director, the Human Resource Generalist is responsible for the administration of all aspects of all benefit plans including health, dental, vision, life insurance, FSA, COBRA, and all ancillary benefit plans; administers the Village property and casualty insurance plans; administers a variety of employee relations programs including length of service awards and planning of employee events; assists the HR Director with recruiting, new employee on-boarding and orientation, including applicant tracking and responses. This position reports directly to the Human Resource Director.

### Supervision

Works under the administrative direction of the Human Resource Director and in accordance with the applicable statutes of the State of Illinois and local Village ordinances. Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required.

Performs highly responsible functions of a complex and technical nature requiring the frequent exercise of judgment and initiative to ensure that all personnel records conform to law and to accepted professional standards; employee works independently within established policies and procedures.

### Job Environment

Work is performed under typical office conditions. Employee operates computer and general office equipment, such as calculator, copier, and facsimile machine.

Administration Department  
Human Resource Generalist  
FLSA Exempt  
10/07/2011

Work requires frequent contact with all village departments, state, federal and private organizations, requiring administrative and technical knowledge, and ability to promote and protect the Village's best interests.

Employee has occasional contact with the public; contacts may require considerable skill in negotiation, resourcefulness and discretion in influencing decisions and behavior of others.

Employee has access to confidential information, such as law suits, criminal investigations and records, personnel records, and client records.

## **Essential Functions**

### *Recruitment and Hiring*

Administers hiring procedures including posting and advertising job openings; processes applications per Village policy and procedures.

Arranges interviews and assists HR Director in conducting interviews, reference checks and background checks.

Schedules employment physicals as required.

Conducts new employee orientations.

Tracks and responds to applicants.

### *Insurance and Benefits Administration*

Administers health insurance, dental insurance, life insurance, long term disability insurance, cafeteria plan, FSA plan and COBRA to include: enrollment of new employees, deletion of employees, changing dependent coverage and maintaining all coverage records and files.

Verifies all insurance bills before submitting to finance, files all insurance bills, audits all insurance bills monthly to ensure accurate enrollment.

Investigates insurance billing/coverage problems with providers.

Assists Human Resource Director in obtaining quotes from insurance providers.

Plans and coordinates annual open enrollment meetings and benefits fair.

Assists employees with questions, problems and requests with insurance, retirement and all other benefit plans.

Administers worker's compensation and property and casualty claims internally and works directly with worker's compensation insurance company; files annual report.

Recordkeeping and Compliance

Maintains confidential employment and insurance files per state and federal requirements for all Village employees.

Prepares, revises, updates and maintains job descriptions.

Enters and verifies that payroll deductions in payroll system are correct (including deductions for insurance, ancillary benefits, retirement plans as well as all other voluntary deductions).

Gathers, verifies, forwards and files new employee information (such as I-9's, W4's, etc.), employee changes (such as address changes and other status changes) and employee exit information.

Maintains human resources/payroll system for new employee information, employee changes and employee exit information.

Partners with appropriate Finance personnel to ensure accurate payroll processing.

Updates and maintains information on Public Salary website.

Prepares, revises and maintains a variety of Human Resource documents including the Personnel Manual, all employee forms, performance management forms, etc.

Ensures appropriate postings according to state and federal regulations are displayed in all Village locations.

Research and Analysis

Assists Human Resource Director with salary and benefit administration; and analysis and evaluation of compensation practices.

Assists the HR Director in the development and implementation of personnel policies and procedures.

Responds to survey requests.

Gathers and analyzes survey information.

Employee Relations

Responds to requests for employment verifications from financial institutions.

Coordinates employee events.

Coordinates and administers the Village Length of Service program.

Assists the HR Director in the development and implementation of new employee relations programs.

Meeting Attendance

Attends Village Board meetings as requested.

Attends Village committee meetings as requested.

Training

Assists the HR Director with evaluating training needs in the workforce.

Coordinates training activities.

Maintains training records.

*Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.*

**Recommended Minimum Qualifications**

**Education and Experience**

B.A./B.S. degree in Human Resources or a closely related field.

Three to five years of professional experience in the Human Resources field, or an equivalent combination of education and experience.

**Knowledge, Ability, and Skill**

**Knowledge:** Thorough knowledge of employment laws and health insurance regulations and requirements. Requires knowledge and experience in computer word processing and HRIS programs. Excellent knowledge of business English, spelling and arithmetic. Requires possession of a valid Illinois Vehicle Operator's license in appropriate classification required by law.

**Ability:** Ability to use effective human relations, to earn employee trust, remain neutral and unbiased in all situations. Ability to work independently and efficiently. Ability to keep information and records confidential and to pay attention to detail.

**Skill:** Skill in working with people and to communicate effectively both verbally and in writing.

## **Physical and Mental Requirements**

Minimal physical effort required to perform functions under typical office conditions. This position has normal vision requirements. Occasionally, employee may be required to lift objects up to ten (10) pounds.