

HR GENERALIST

Background

Maine Township is one of twenty-nine townships in Cook County. Maine Township contains portions of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove, and Rosemont. Founded in 1850, Maine Township is the oldest unit of local government in the area. Maine Township's mission is to improve the quality of life for its residents by providing services, general assistance, information, and programs in a fiscally responsible manner. During its existence, it has seen its surroundings grow from a predominantly rural farming community to a major metropolitan area with some 135,000 residents.

Role:

The human resource generalist is responsible for performing HR and payroll-related duties and works closely with the Township Administrator and Department Directors. This position carries out responsibilities in the following areas: Payroll and Time Keeping, Employee Benefits Administration, Human Resources Administration.

How to apply:

Please submit your resume, along with a cover letter to:

Dayna Berman, Administrator, Maine Township

dberman@mainetown.com

Salary Range: Maximum amount \$60,000

Full time

Benefits

Qualifications:

- Excellent written and verbal communication skills with attention to detail
- Ability to manage complex tasks
- Excellent organizational skills
- Understanding of current best practices in HR and payroll
- Ability to produce reports of a varying nature in a timely basis
- Ability to listen and understand the requests and needs of employees and effectively respond
- Ability to maintain strict confidentiality of employee records, data, and information
- Must be able to communicate clearly and concisely, both orally and in writing, and maintain effective relationships with employees, other departments, and management
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness

- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures, policies and payroll
- Advanced knowledge of MS office, payroll software, and comfortable learning new technical systems as needed
- Knowledgeable of HR laws and regulations for government employees including the ADA, FMLA, and Worker's Compensation
- Experience with office COVID protocols and procedures

Essential Functions:

- Human Resources Administration: Prepare and coordinate FMLA leave, employee status changes, annual reporting, employee on-boarding, and federal and state mandated training and development.
- Employee Benefits Administration: Maintain employee benefits and payroll files, employee IMRF administration, provide assistance to employee benefits inquiries, process and coordinate changes during open enrolment and status changes, and process changes in benefit deductions in payroll, COBRA administration.
- Payroll and Time Keeping: Process and transmit bi-weekly payroll, process changes in payroll, monitor and adjust employee's time-off, vacation, sick use, etc.

Education and/or Experience:

- Bachelor's degree in Human Resources or related field or equivalent in related work experience.
- Additional HR training or experience is a plus

Computer Skills:

- Advanced PC skills with proficiency in MS Office including MS Word, Excel, and Outlook. Preferred experience with Paychex Preview, Paychex StratusTime, and Sage financial software.

Certificates, Licenses, Registrations:

- Human Resources Certificate preferred, i.e. SHRM
- Maine Township is an equal opportunity employer. All applicants for employment will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.