

Job Title: Human Resources Coordinator

Department: Main Office

Location: 80 N. Broadway, Aurora, IL

Reports to: Chief of Staff

Position Details: Non-Exempt, Hourly, Part-Time

Hours: 20-24 hours, M-F,

SUMMARY

Under the direction of the Chief of Staff, HR Coordinator manages the overall provision of Human Resources services, policies and programs for Township employees. Major areas directed are: recruitment and staffing, performance management and HR improvement systems, organizational development, compliance reporting to regulatory bodies, employee orientation, development and training, policy development and documentation, employee relations, communication, services and counseling.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Carries out responsibilities in accordance with Aurora Township policies and applicable laws.

- Employment Policies and Procedures – Maintains the Aurora Township Employee Handbook, recommends updates, and provides copies of changes/updates to all staff.
- Development of HR Department - Attends meetings, seminars, workshops to remain current regarding HR issues, standards, regulations and laws. Represents the Township at networking events relative to the scope of responsibilities.
- Employment - Manages and recruits Township personnel using standard recruiting and hiring practices and procedures. Facilitates recruitment and hiring planning processes, assists with identifying staffing needs and recruitment sources. Reviews applications and resumes, conducts/assists with interviewing process. Reviews/approves candidates' qualifications and references. Processes candidates' criminal and sexual offender checks, drug and physical screens. Reviews results of screens and makes employment decisions/recommendations.
- Training and Development - Assists with management of performance review system. Assists with identification of training needs and program presentations. Assists with the selection of programs and consultants. Maintains employee training records. Processes employee requests for continuing education programs.
- Employee Relations - Assists with the development of HR and Township policies and procedures. With Township management, communicates policies, procedures, programs and laws to employees via various resources. Assists with employee communication and feedback via meetings, surveys, newsletters, Internet, etc. Conducts investigations of employee complaints relative to the HR function. Assists in other investigations as requested. Advises management and supervisors regarding progressive discipline. Counsels manager regarding employment issues, standards, regulations, and laws.
- Benefits - Provides day-to-day benefits administration services. Assists with claims issues. Plans and schedules benefits orientation and training. Administers disability leave and Workers' Compensation programs. Recommends changes in benefits programs offered.
- Law - Assures that the Township complies with all governmental and labor rules, standards, and laws. Complies with all legal and governmental reporting requirements including: Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Employment Retirement Income Security Act (ERISA), the Department of Labor (DOL), Workers' Compensation, Occupational Safety and Health Administration (OSHA)

and all governing/regulatory bodies. With Township legal representation, responds to HR related lawsuits. Maintains minimal Township exposure to lawsuits. Protects the interests of employees and the Township in accordance with Township HR Policies and governmental laws and regulations.

- Assists with accounting functions including but not limited to the processing of bi-weekly payroll on a back-up or as needed basis.
- Performs other duties as assigned appropriate to the title and function of the position.

REQUIREMENTS

- Requires a bachelor's degree in Human Resources, Business or related field. Master's degree preferred.
- Five to 10 years of progressive leadership experience in HR position and administration of benefits and other HR programs.
- Specialized training and/or experience in employment law, human rights, employee relations, training, benefits administration, and labor relations.
- Requires ability to and evidence of the practice of strict confidentiality of records and information pertinent to the nature of the work.
- Requires computer skills including Excel and data base management of records. Effective oral, written, interpersonal, and coaching skills.
- Requires ability to pass an in-depth criminal background check, credit check and drug screen.