



## WOOD DALE PARK DISTRICT

### Position Description

<b>Job Title</b>	HR Specialist
<b>Department</b>	Finance & Administration
<b>Employment Status</b>	Year Round Part-Time; IMRF Eligible
<b>Exempt/Non Exempt Status</b>	Non-Exempt

#### Scope of Work

This position is primarily responsible for the collection, processing, and maintenance of current employee records, assisting with the administration of employee benefits, and aiding in the onboarding and orientation process for all new employees. This position is eligible for up to an average of 25 hours per week. Certain times may require more hours than others, such as hiring and onboarding seasonal staff prior to and at the beginning of summer.

#### Work Location

Wood Dale Recreation Center, 111 E. Foster Ave., and other district facilities and program locations as required.

#### Contact with Others

Position involves every day internal and external contacts. This position will have a key role in onboarding new employees, so the ability to interact positively with internal and external customers is key to success.

#### Supervision

<b>Received</b>	Work under the general supervision of the Director of Finance and Administration
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<b>Exercised</b>	No direct reports
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#### Essential Job Functions

- Help in the recruitment of job candidates
- Schedule interviews with job applicants
- Participate in job interviews when requested
- Prepare, maintain, and make available new hire orientation packets
- Review new hire paperwork for proper completion
- Process new hire paperwork including eligibility, tax, and payroll forms
- Coordinate and help facilitate new hire onboarding schedule with staff
- Process employee background checks and drivers abstracts
- Coordinate pre-employment physicals and drug screenings
- Maintain personnel and benefit records and filing system
- Assist with annual benefits open enrollment process

- Assist in drafting and revisions of job descriptions
- Assist coworkers with human resource related questions and concerns
- Coordinate exit interviews and ensure the off boarding process is followed for employees that leave the park district
- Manage employee keys and documentation
- Help improve employee on-boarding process
- Help management prepare and review employee performance reviews, and improvement plans
- Assist with any legal matters or FOIA requests as needed
- Follows and encourages safe work practices and adhere to the District’s safety and loss prevention policies and procedures
- Provides routine training on safety, health and loss control policies and procedures to those under his/her sphere of influence and ensure compliance
- Follows and encourages safe work practices and participates in risk management activities and trainings

### Other Job Functions

- Special projects as assigned
- Attend staff and board meetings and serves on committees or task forces as assigned
- Attend external community meetings and functions in support of the District
- Assist with facilitation of special events and activities when requested
- Perform related duties as assigned

### Requirements of Work

Graduation from a four-year college or university or equivalent work experience.

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Employment law</li> <li>• Family Medical Leave Act</li> <li>• Affordable Care Act</li> <li>• Park District Code</li> <li>• Freedom of Information Act</li> <li>• PDRMA</li> <li>• IMRF Benefits</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Stay organized and meet deadlines</li> <li>• Communicate well with coworkers</li> <li>• Complete tasks and attain goals with minimal supervision</li> <li>• Maintain confidentiality of sensitive matters</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Microsoft Office software</li> <li>• Organization skills and attention to detail</li> <li>• Interpersonal skills</li> <li>• Customer service and team oriented</li> </ul>

### Necessary Special Requirements

- Possession of valid driver’s license
- First aid and CPR/AED certification, or obtain within 6 months of hire

### Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

**Environmental Considerations**

May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.