



## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

### ASSISTANT DIRECTOR OF HUMAN RESOURCES MANAGEMENT

*EFFECTIVE DATE: January 1, 2023*

<b>DEPARTMENT:</b> Human Resources Management	<b>WORK LOCATION:</b> Village Hall	<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b>	<b>RANGE:</b> 23	<b>PENSION:</b> IMRF
		<b>UNION:</b> NU
<b>REPORTS TO:</b> Director of Human Resources Management	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Direction of Director	<b>LICENSE/CERTIFICATES:</b> SHRM/PHR, Valid Class D Driver's License

**SUMMARY:**

Under the supervision of the Director of HRM, plans and monitors the functions of the Human Resources Management Department. Performs a variety of administrative and technical functions, ranging from routine to complex, in areas of benefit administration, employee development & training, legal compliance and wage and salary administration. Performs responsible and confidential administrative human resource functions. Supervises and coordinates the daily activities of the Human Resources Management Department.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Manages all Village employee benefit programs including but not limited to: health, dental, life insurance, HSA, PSEBA, COBRA, FMLA, IMRF, deferred compensation, section 115 retiree health plans and 125 flexible benefit plans. Acts as liaison with brokers, consultants and vendors for the development and ongoing operation of benefit plans. Schedules and coordinates the annual open enrollment. Ensures proper completion of all forms for health and life insurance,	Daily 25%

	enrollment forms, personnel requests and personnel action notices. Analyzes existing Village benefits and prevailing practices among similar municipalities, to establish competitive benefits programs.	
2.	In conjunction with the Director of HRM, plans, and monitors the functions of the Human Resources Management department and serves as a resource to departments on policy interpretation and assists them with personnel practices, performance and disciplinary issues.	Daily 15%
3.	Responds professionally and respectfully to inquiries from employees and the public as a representative of the Human Resources Management Department; answers questions regarding procedures and locates information regarding contracts, correspondence, benefits, human resource schedule, pay ranges, and other matters; when appropriate, refers questions of policy and administration to the Director of HRM.	Daily 15%
4.	Researches, analysis and implements important technological advancements related to HRM computer software and or Human Resources Information System (HRIS).	Weekly 20%
5.	Validates and processes all health insurance and dental invoices. Reconciles health and dental insurance monthly. Prepares life insurance spreadsheets and invoices for processing to Finance for payment.	Monthly 20%
6.	Develops and oversees the Employee Professional Development Training Program. Researches training topics and speakers along with online-training options. Coordinates training event scheduling, set up and department and employee training communications.	Weekly 25%
7.	Ensures compliance with applicable State and Federal laws. Reviews and analyzes changes in laws and recommends changes or updates in Village Policy to the Director.	Monthly 15%
8.	Prepares complex reports and studies of departmental activities for decision-making purposes. Keeps Director of HRM informed of ongoing employee issues, questions on policies and procedures, and any critical issues that require his intervention or possible attention by the Village Manager.	Weekly 50%
9.	Reviews proposed salary actions to ensure conformance with established guidelines and policies; assigns job class codes; reviews proposals for new or revised classifications to determine appropriate salary grade assignment. Reviews completed performance evaluations to ensure conformance with established guidelines and policies.	Weekly 10%
10.	Oversee the annual comprehensive salary analysis of comparable public sector employees and submit recommended modifications to the Village position classification and compensation program.	Annually 20%
11.	As a member of the negotiation management team, provide statistical analysis of union compensation and benefit market trends of comparable union contracts as part of the labor negotiation process. Actively participate in discussion during	Annually 20%

	negotiation prep meetings, bargaining caucus and present information during negotiations sessions when required.	
12.	Responsible for filing system for correspondence, records, forms, and confidential personnel records including insurance coverages.	Daily 10%
13.	Works with Director to develop department performance measures and department budget.	Quarterly
14.	Prepares and distributes retirement information to upcoming retirees. Provides information on what to expect and whom retiree should contact (i.e., pension board, Social Security, IMRF, deferred compensation providers, etc.).	Annually 10%
15.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Serves as the Department Director in the absence of the Director of HRM.
2.	HRM Department FOIA Officer.
3.	Acts as witness and note taker in meetings between Director of HRM and employees regarding matters of discipline, complaints and performance.
4.	Coordinates and hosts retirement luncheons.
5.	Represents the HRM Department on the Wellness Committee and attends IPBC meetings in the absence of the Director.
6.	Provides backup to and for HRM Analyst and HR Generalist of Human Resources Management Department.
7.	Follows Village-wide and departmental safety rules and practices.
8.	Performs other duties, tasks, and responsibilities as assigned.
<p><b>SUPERVISORY RESPONSIBILITIES: (Select one – required)</b></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <b>(List specific responsibilities below)</b></p> <p>Supervises and coordinates the activities of the HRM Generalist and the HRM Analyst</p>	

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in:

<b><i>HR Management, Public Administration or related field</i></b>
-------------------------------------------------------------------------

Certificate Required:

<b><i>SHRM CP or SCP</i></b>
------------------------------

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

<b><i>4- 6 years</i></b>
--------------------------

<b><i>2 -4 years preferred</i></b>
------------------------------------

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Specialized applications:

<b><i>Microsoft Office Suite required Cognos a plus</i></b>
-----------------------------------------------------------------

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Ability to speak and/or read, write and comprehend...

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Ability to Lead, direct, motivate, train, supervise, counsel and discipline others.
- Experience in benefit administration and wellness concepts programs.
- Knowledge of principles, procedures and methods used in human resources administration.
- Interpret and administer federal, state and local laws relating to human resources issues.
- Knowledge of training techniques and resources.
- Effective skills in oral and written communications.
- Ability to multi-task and cope with numerous interruptions.
- Ability to remain calm in stressful situations.
- Ability to make objective decisions using sound judgment.
- Ability to give presentations to groups for informational and instructional purposes.
- Ability to develop written policy.
- Maintain strict confidentiality; protect the privacy of all employee information in accordance with Village policies, procedures and practices as required by federal and state law.

**PHYSICAL DEMANDS:**

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 with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<b>X</b>	_____
Walks	_____	_____	<b>X</b>	_____
Sits	_____	_____	<b>X</b>	_____
Uses fingers in a repetitive motion	_____	_____	<b>X</b>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<b>X</b>	_____
Reaches with hands and arms above shoulder	_____	<b>X</b>	_____	_____
Climbs or balances	_____	<b>X</b>	_____	_____
Twists or turns	_____	<b>X</b>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<b>X</b>	_____	_____
Pulls, pushes, or carries	_____	_____	<b>X</b>	_____
Talks or hears	_____	_____	_____	<b>X</b>
Tastes or smells	_____	_____	<b>X</b>	_____
Operates a motor vehicle or heavy equipment	<b>X</b>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<b>X</b>	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	<b>X</b>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<b>X</b>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<b>X</b>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

\_\_\_ Absence of color blindness

\_\_\_ Corrected vision of...

\_\_\_ Uncorrected vision of...

<b>Enter specific vision requirement here</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

**Environmental Conditions**

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	___	___	___	<u>X</u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u>X</u>	___	___	___
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>X</u>	___	___	___
Works near moving mechanical parts	<u>X</u>	___	___	___
Works in high precarious places, underground, or confined spaces	<u>X</u>	___	___	___
Flying debris or airborne particles	<u>X</u>	___	___	___
Fire, smoke, fumes, gases, or noxious odors	<u>X</u>	___	___	___
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>X</u>	___	___	___
Risk of electrical shock	<u>X</u>	___	___	___
Works with explosives or risk of radiation	<u>X</u>	___	___	___
Vibration	<u>X</u>	___	___	___
Extreme illumination	<u>X</u>	___	___	___
Low noise level (Normal voice tones)	___	___	___	<u>X</u>
Moderate noise level (Raised voice levels)	___	<u>X</u>	___	___
High noise level (Shouting/ear protection may be needed)	<u>X</u>	___	___	___

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: January 1, 2025

Revision Date: \_\_\_\_\_