



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
HR GENERALIST**

EFFECTIVE DATE: 01/19/2024

| | | | |
|---|---|-------------------------|--------------------------------------|
| DEPARTMENT: Human Resources Mgmt. | WORK LOCATION: Village Hall | | FLSA STATUS: Non-exempt |
| CLASS CODE: 7055 | RANGE: 17 | PENSION: IMRF | UNION: NU |
| REPORTS TO: Assistant Director of HRM | LEVEL OF SUPERVISION RECEIVED: General supervision of Director of HRM and direct supervision of Assistant Director of HRM | | LICENSE/CERTIFICATES: None |

SUMMARY:

Provides administrative, analytical and technical support to the Director of Human Resources Management and the Assistant Director of HRM. Responsible for a variety of HR functional activities including the coordination of the performance management and merit system process and employee recognition programs. Responsible for addressing complex inquires and requests from internal and external customers. Performs Human Resources administrative work of considerable difficulty.

As part of the front counter customer service team, 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. | Maintains performance evaluations for all employees. Reviews and processes Personnel Action Notices related to merit increases and annual CBA increases. | Daily 10% |

| | | |
|-----|--|----------------|
| 2. | Completes monthly IPBC Benefits reconciliation of medical, dental, life and flexible spending benefits. Assists with FMLA processing. | Monthly 5% |
| 3. | Conducts salary and benefit surveys including creates surveys, specialized research and compiles and analyzes data. Prepares reports and spreadsheets as requested. Also gathers information and responds to surveys submitted by government and outside agencies. | Weekly 25% |
| 4. | Assists with employment verification and mortgage forms, coordinating with Payroll Coordinator and returning to requesting institution. Assists with office supply orders. Reconciles credit card statement. | Monthly 10% |
| 5. | Responsible for administration and implementation of employee anniversary program including preparation of annual budget, preparation of anniversary award packets and ordering of awards. | Annually 5% |
| 6. | Collects, analyzes and prepares information to be used in labor negotiations and assists in proposal creation. Tracks and presents departmental statistical information for value-added programs. | Monthly 15% |
| 7. | Accurately and efficiently types and edits a variety of correspondence, reports, agendas, letters, charts, numerical information, and other material requiring judgment as to content, accuracy and completeness. Independently composes a variety of letters and memos for mailing and distribution. | Daily 15% |
| 8. | Prepare reports and queries with information stored in the HRIS database. Responsible for data entry. | Weekly 10% |
| 9. | Coordinate Tuition Reimbursement Program. Perform annual tuition analysis. Answer questions from program participants and request documentation needed for reimbursement. Process paperwork for reimbursement. | Annually 5% |
| 10. | Maintains update to the Personnel Policy Manual. Coordinates annual required anti-harassment and cyber security training. | Monthly 5% |
| 11. | Assists in coordination of HRM Dept. front counter customer service workflow. Answers inquiries from employees, the Human Resources phone line and email box, the general public and other agencies received in person, by telephone, or in writing. When necessary, refers inquiries to appropriate staff member of department. Assists with processing incoming and outgoing mail of the department. | Daily 20% |
| 12. | Maintains accurate records and files of departmental and Village-wide programs. Maintains the employee ID card system and HRM pages on Village website and intranet. Assists with maintenance of personnel and medical files. | Weekly 15% |
| 13. | 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 |

| JOB NO. | OTHER RELATED DUTIES |
|---------|--|
| 1. | Coordinates retirement celebrations. |
| 2. | Develops and produces presentations in collaboration with Director for budget presentations, training and employee information programs. |
| 3 | Assists and provides backup to and for the Assistant Director of HRM |
| 4. | Follows Village-wide and departmental safety rules and practices. |
| 5. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

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...

Bachelors degree preferred

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

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

***Microsoft Office Suite Required,
Central Square a Plus***

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.

Working Knowledge of:

- **Human Resources & office practices and procedures.**
- **Computers and various software applications including spreadsheets, word processing, database, and graphics.**
- **Business English, spelling, grammar, sentence structure and arithmetic.**

Ability to:

- **Initiate, compose, prepare and type correspondence and complex reports.**
- **Conduct extensive research projects, analyze data and prepare related reports.**
- **Ability to proofread and check documents for errors.**
- **Establish and maintain effective working relationships with employees, supervisors, other departments, other agencies and the public.**
- **Multi-task and learn quickly. Prioritize work, information and time demands.**
- **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.**
- **Work independently and as part of the Human Resources team on a variety of projects.**
- **Analyze and synthesize large volumes of information.**
- **Understand and follow complex oral and written instruction.**
- **Communicate effectively verbally and in writing.**

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 | _____ | _____ | <u> X </u> | _____ |
| Walks | _____ | _____ | <u> X </u> | _____ |
| Sits | _____ | _____ | <u> X </u> | _____ |
| Uses fingers in a repetitive motion | _____ | _____ | _____ | <u> X </u> |
| Uses hands to grasp, finger, handle, or feel | _____ | _____ | _____ | <u> X </u> |
| Reaches with hands and arms above shoulder | _____ | <u> X </u> | _____ | _____ |
| Climbs or balances | _____ | <u> X </u> | _____ | _____ |
| Twists or turns | _____ | _____ | <u> X </u> | _____ |
| Stoops, kneels, crouches, bends, or crawls | _____ | <u> X </u> | _____ | _____ |
| Pulls, pushes, or carries | _____ | _____ | <u> X </u> | _____ |
| Talks or hears | _____ | _____ | _____ | <u> X </u> |
| Tastes or smells | <u> X </u> | _____ | _____ | _____ |
| Operates a motor vehicle or heavy equipment | <u> X </u> | _____ | _____ | _____ |
| Lifts or move 0 to 10 pounds (sedentary) | _____ | _____ | _____ | <u> X </u> |
| Lifts or move 10 to 20 pounds (light) | _____ | _____ | <u> X </u> | _____ |
| Lifts or move 20 to 50 pounds (moderate) | _____ | <u> X </u> | _____ | _____ |
| Lifts or move 50 to 100 pounds (heavy) | <u> X </u> | _____ | _____ | _____ |

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...

| |
|---|
| Enter specific vision requirement here |
| Enter specific vision requirement here |

Uncorrected vision of...

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)

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

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: _____

Revision Date: _____