

## Human Resources and Risk Manager

**Job Title:** Human Resources and Risk Manager

**Department:** Administration

**Reports to:** Superintendent of HR & Business Services

**Job Class:** Full Time, Exempt, IMRF Eligible

**Version:** v1 06.2025

### **Position Summary**

Under the supervision of the Superintendent of Business Services, the Human Resources and Risk Manager is responsible for managing the District's human resources functions, including administration of the human resources policies, procedures and programs. This includes, but is not limited to: staff training and development, benefits, compensation, organizational development and employment. In addition, the Human Resources and Risk Manager will coordinate with the Finance Department regarding payroll, ensure compliance with relevant employment laws and serve as the District Safety Coordinator.

### **Qualifications**

- Bachelor's Degree from an accredited college or university in Business Administration, Human Resources Management, or related field is preferred.
- A minimum of five years of experience in a professional business office environment directly related to Human Resources.
- SHRM-CP or equivalent certification preferred.
- Preference for candidates with a parks and recreation background or government sector experience.
- Must have strong communication, customer service, organizational, and computer skills, with proficiency in MS Office and the ability to learn new systems.
- Professional experience using applicant tracking, payroll, timekeeping, learning management, or HR information systems is preferred.
- CPRP certification is preferred.
- CPR/AED certification required within 3 months of start date.

### **Essential Duties and Responsibilities**

- Manages day-to-day HR (80%) and Risk Safety (20%) functions.
- Creates and updates HR policies, employee handbook, and job descriptions.
- Effectively communicate with the Superintendent of Business Services and/or Executive Director on District matters and coordinate with the Accounting Manager regarding payroll processing.
- Conducts full cycle recruitment, hiring, onboarding, and pre-employment and offboarding processes utilizing applicant tracking software including iSolved Talent Acquisition, PDRMA, IMRF, and PlanSource applications.
- Processes the submission of personnel information to vendors for criminal background checks on all employees.
- Conducts active or passive recruiting as necessary, partnering with agencies and negotiating contracts.
- Administers compensation program. Regularly reviews and analyzes the compensation program to ensure competitiveness and equity.

- Meets with supervisors to perform workforce planning to determine current and upcoming staffing needs.
- Oversees and trains supervisors and staff on various employee and training related software.
- Coaches supervisors, provides guidance and resources for completion of disciplinary actions, and partners with legal as necessary as part of the performance management process.
- Leads annual performance review process. Ensures supervisors and managers are trained on processes, reviews completed reviews, completes all change letters and updates data.
- Leads compliance for all personnel processes including I9, E-Verify, and personnel files through auditing, updating, and archiving information.
- Holds position as Safety Coordinator at the Park District.
  - Leads monthly safety committee meetings for a team of District staff that assist with the functions below.
  - Maintains Certificate of Insurance spreadsheet ensuring all certificates are non-expired and emails out monthly update to supervisory staff.
  - Maintains a safe work environment through identifying and reporting potential safety hazards.
  - Monitors and coordinates Pediatric Plus CPR/First Aid/AED certifications including reviewing expiring certifications and setting up classes for renewal in partnership with instructors.
  - Reviews Accident/Incident/Injury forms submitted by staff for completeness, follows up to gather any missing information, and submits claims through the PDRMA online portal. Conducts root cause analyses in collaboration with supervisors to ensure timely implementation of corrective actions. Manages inventory of first aid supplies, including necessary PPE, and ensures supplies are ordered and distributed to all District departments as needed.
- Serves as the primary point of contact for employees seeking guidance on safety and risk management.
- Collaborates with PDRMA to ensure that appropriate risk assessments are completed as needed.
- Remains up to date on changes to HR laws and compliance requirements. Ensures Park District staff are informed by actively communicating updates through various channels, including memos, emails, digital signage, and required labor law postings.
- Oversees the Personnel and Safety Manual by reviewing content and submitting change requests as needed. Drafts Human Resources policies and procedures and submits them to the Executive Director and Board for review and approval.
- Administers employee benefit program. Oversees annual open enrollment. Attends all PDRMA meetings as Benefits Coordinator. Reviews annual Benefits program through PDRMA, completes documentation and suggests changes as necessary. Trains all employees in an open enrollment process and conducts annual meetings.
- Responsible for ACA administration, including tracking hours, determining eligibility, offering insurance, and annual employee and government reporting.
- Oversees unemployment processes through completing necessary documentation and payments as requested through partnership with outside unemployment consultants, attends hearings as required.
- Coordinates worker's compensation program through PDRMA. Collects information and reports from employees as needed, tracks data on OSHA reporting logs, and assists with return-to-work procedures.
- Conducts and completes surveys, including those related to compensation, workers' compensation, and other HR metrics.
- Maintains records of all physical key and asset assignments using the HR management software. Assists with key organization and supports special projects as needed.
- Demonstrates exceptional customer service skills and address employee matters with fairness, consistency, discretion, and confidentiality.
- Attends meetings, webinars, and group discussion in relation to safety and Human Resources.
- Completes documentation filing as needed.
- Completes other duties and projects assigned.

### **Additional Duties and Responsibilities**

- Adheres to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, and Safety Manual.
- Assists with special events as requested.
- Promotes a positive and friendly work environment.
- May serve on various district committees in addition to role as lead of the Safety Committee.

### **Working Conditions/Physical Requirements**

- Majority of work is conducted indoors in a temperature-controlled office environment.
- This position involves frequent sitting, walking, working at a computer and using a phone, communicating with others.
- Employees must have the physical agility to maintain mobility from site to site and be able to perform moderate manual tasks.
- Employees may perform duties which include but are not limited to occasional lifting, standing, stooping, bending, twisting, and for moderate periods of time.
- Reasonable accommodation will be made available to enable any individual with physical limitations the opportunity to perform these duties.

### **Psychological Demands:**

To be successful, an individual must be customer service oriented and able to deal with employees and patrons with various needs and concerns. They must also be able to function effectively in a fast-paced environment and deal with people in stressful and demanding situations. work has the potential to involve dealing with disgruntled employees and angry customers.

### **Hours:**

The typical work schedule is on-site Monday through Friday, 8:30 a.m. to 5:00 p.m. Due to the nature of park district programming, evening, weekend, and some holiday hours may be expected.

### **Other:**

The Executive Director and/or a department head might also direct the Human Resources and Risk Manager to perform other assignments not included in this job description, which is subject to periodic review and/or revision.

The above statements describe the general nature and level of work being performed by the Human Resources and Risk Manager and are not intended to be a list of all responsibilities, duties, and requirements.

### **ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics, and I understand them completely.

Name of Employee (Print): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

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