

Village of Mount Prospect

Mount Prospect, Illinois

VILLAGE OF MOUNT PROSPECT Director of Human Resources JOB DESCRIPTION

Department: Village Administration
FLSA Class: Exempt
Union: None
Employment Status: Full-time
Position Reports To: Village Manager/Assistant Village Manager
Date: January 18, 2022

I. JOB DUTY SUMMARY

Directly responsible for the overall operations, administration, and coordination, of the Human Resources Division. This includes but is not limited to benefit plan administration, legal compliance, risk mitigation, compensation management, employee and labor relations, performance management, recruiting and training.

II. ESSENTIAL JOB FUNCTIONS

- Plans, directs and implements Human Resources' goals, procedures and policies to align with the Village's Strategic Plan.
- Develops and recommends position classification pay plans and directs the administration of these plans; conducts salary surveys, analyzes results and submits recommended salary ranges and compensation to Village Manager.
- Counsels Department Heads on personnel matters to ensure compliance with law, Village policies and procedures; assists in investigating employee misconduct and advises on imposing disciplinary actions including suspension and termination.
- Investigates harassment complaints; partners with labor attorney on EEOC and Department of Labor claims and participates in mediation or hearings as necessary.
- Participates in unemployment claims hearings.
- Manages all employee benefit, mental health, retirement and disability plans and serves as IMRF Authorized Agent and as delegate or alternate member of IPBC, representing the Village at IPBC Board Meetings. Facilitates PSEBA application and partners with Village Attorney in PSEBA claims process in the event of dispute.
- Coordinates with the Finance Department on Workers Compensation Claims; serves as alternate member of IRMA.
- Develops and updates Village personnel policies and procedures, as necessary; making administrative interpretations relating to the application of Village policies and procedures to

management staff, as requested.

- Analyzes data for reporting and ensures timely filing of reports including but not limited to EEO-4 report and audit reports (IMRF, IDOI, etc.)
- Assess training needs of employees, develop, make recommendations and provide in-house training for employees including but not limited to supervisory development, anti-harassment and anti-discrimination.
- Administers labor contract agreements in partnership with Department Heads and Assistant to the Village Manager; participates in negotiation of collective bargaining agreements, monitors contract compliance, interprets contract language for a managerial staff in working with union representatives to ensure ongoing positive labor/management relations, assists with grievances.
- Manages the performance evaluation process and works with Department Heads and Supervisors to develop and execute performance improvement plans (PIP).
- Ensures compliance with employment laws including but not limited to the Fair Labor Standards Act (FLSA), Equal Employment Opportunities Act (EEO), Family Medical Leave Act (FMLA), Affordable Care Act (ACA), and the Americans with Disabilities Act (ADA).
- Oversees recruitment and pre-employment process for non-sworn personnel, making recommendations to ensure fair and consistent selection of qualified candidates in compliance with all laws and Village policies.
- Champions Diversity, Equity and Inclusion (DEI) initiatives in all Human Resources functions of the Village.
- Creates the annual Human Resources Budget and approves all AP batches for the division.
- Manages and directs work of the Human Resources staff.
- Collects employee feedback and suggestions; uses data to make reasonable enhancements to benefit plans and employment policies.
- Conducts exit interviews or questionnaires to analyze reasons for turnover. Assists in the creation and updates of resolutions that pertain to the Human Resources function as needed.
- Reviews and approves personnel actions, leaves of absence, sick leave donation, etc., to ensure consistent application of Village policy.
- Prepares reports and communications for Village Manager and Board; participates in Village Board and Committee of the Whole (COW) meetings as required.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Village image, constructive working environment and foster pride and professionalism in the workplace and community.
- Ensures availability to respond to Leadership Team or urgent employee needs 24/7.
- Performs other duties as assigned.

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

- Thorough knowledge of human resources administration, labor relations and public administration.
- Thorough knowledge and understanding of labor laws.
- Excellent written and verbal communication skills.

- Effective skills in negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretations and analysis of technical and statistical information.
- Ability to maintain strict confidentiality.
- Ability to analyze a variety of complex administrative and operating issues and to make sound recommendations for their resolution.
- Considerable knowledge of wage and salary administration, position classification, recruitment and employee benefits.
- Working knowledge of training techniques and resources.
- Ability to maintain effective working relations with employees, employee organizations, management officials and the general public.
- Knowledge of budgeting procedures and techniques.

IV. EDUCATION AND TRAINING

- Completion of a Bachelor degree in Human Resources/Personnel or related field preferably supplemented by a Master's Degree in Human Resources, Public Administration, Industrial Relations or related field.
- SPHR/SHRM-SCP certification is a plus.
- Minimum of eight (8) to ten (10) years progressively responsible human resources experience; municipal setting is preferred.
- Or an equivalent combination of experience and training.

V. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

VI. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.