



Director of Human Resources

Executive Recruitment

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Mission

The mission of the Mount Prospect Village Government is to advance our community's quality of life and potential through adaptive leadership and leading-edge service delivery.





ABOUT MOUNT PROSPECT

Mount Prospect (pop. 56,852) is located 23 miles northwest of downtown Chicago and hosts a station along the Metra Union Pacific Northwest commuter train line. Minutes away from O'Hare International and Chicago Executive airports, the Village's southernmost boundary is Interstate 90. The Village is home to a mix of major commercial centers including Randhurst Village, high quality industrial parks such as Kensington Business Center, and local business found along the major commercial corridors of Elmhurst Road (IL Route 83), Golf Road (IL Route 58), and Rand Road (US Route 12).

As a suburb, Mount Prospect features the best of the big city life and the quiet quality of small town living. The downtown is a blend of new mixed-use buildings and historic structures, brick-paved streetscapes offering outdoor dining opportunities, and greenspaces hosting a myriad of family-friendly events throughout the year. Mount Prospect boasts 400 acres of parks and recreation facilities for residents to enjoy.

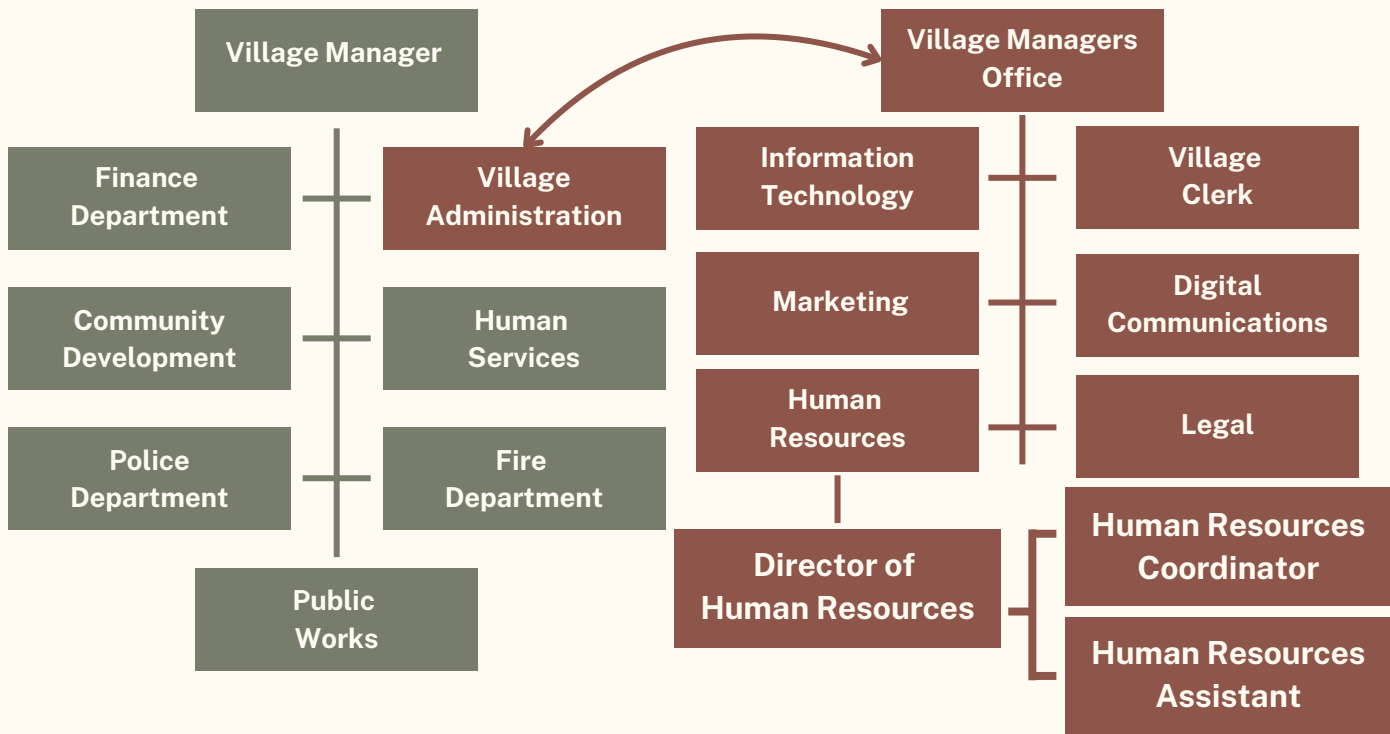
The Village operates under a Council/Manager form of government and is a home-rule community. Michael J. Cassady, Village Manager since 2015, works closely with Paul Wm. Hoefert, Mayor, and six members of the Board of Trustees. The Village Manager is responsible for the day-to-day operations, consisting of 317 full time and 25 part time employees. Strong guidance from the Village's annual Strategic Plan, combined with a fiscally responsible track record, allow the Village to provide leading edge service delivery to residents and businesses. The Village's Annual Budget of \$188.2M (2024) is supported by income from diverse revenue streams. Careful financial management has resulted in a bond rating of AA+, and the lowest property tax rate amongst comparable communities.

The Village strives to be the best of suburban communities – thriving, proud, diverse, and connected – having a rich heritage, strong values and a timeless yet contemporary atmosphere.





ORGANIZATIONAL STRUCTURE



DEDICATION TO SERVICE

Working in the Village of Mount of Mount Prospect, all members of our team unite under the organizational core principle of “Dedication to Service”. This idea is the culture promoted internally and one of the characteristics that Mount Prospect employees demonstrate externally to residents in the community. No task is beneath a member of the Mount Prospect team, and everyone works together towards our united goal, through the dedication to serving the organization and the Village of Mount Prospect.





JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

This role is 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. This position reports directly to the Village Manager and is responsible for the oversight of the Human Resources Assistant and Human Resources Coordinator. The 2024 operating budget for Human Resources is \$749,000.



Counsel Department Heads on personnel matters to ensure compliance with law and consistent application of policies and procedures. Assist in investigating employee complaints and advise on performance improvement and disciplinary action.



Investigate harassment complaints and partner with labor attorney on EEOC and Department of Labor claims, and participate in mediation, arbitration, or hearings as necessary.



Manage group employee benefit plans, serve as IMRF Authorized Agent, and as delegate or alternate representative for IPBC. Facilitate PSEBA applications and partner with Village Attorney in PSEBA claims process.



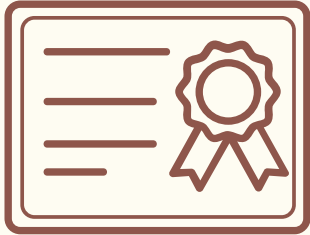
Develop and update Village personnel policies and procedures and interpret the application of Village policies and procedures for management staff as needed.



Administer labor contract agreements in partnership with Department Heads and Assistant to the Village Manager; participate in negotiation of collective bargaining agreements, monitor contract compliance, interpret contract language for managerial staff working with union representatives to ensure positive labor/management relations, assist with grievances, ULP, and other labor relation issues.



IDEAL CANDIDATE



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

THE BASICS



- Thorough knowledge of human resources administration, labor relations and employee relations.
- Thorough knowledge and understanding of labor laws.
- Ability to maintain strict confidentiality.
- Ability to analyze a variety of complex issues and make sound recommendations for their resolution.
- Considerable knowledge of compensation planning, recruitment, and employee benefits.
- Working knowledge of training techniques and resources.
- Knowledge of budgeting procedures and techniques.

TECHNICAL SKILLS



- Lead by example.
- Excellent listener.
- Consensus builder.
- Approachable and accessible.
- Trustworthy team player.
- Professional communicator.
- Strong emotional intelligence.

SOFT SKILLS



UNIQUE OPPORTUNITIES

CLASSIFICATION AND COMPENSATION BENCHMARKING STUDY

The Village will be engaging in a Classification and Compensation study in 2025. The Director of Human Resources will be responsible for leading the benchmarking project and will be responsible for the execution of the projects agreed upon deliverables.

APPLICANT TRACKING SYSTEM

Following recent steps into the larger goal of implementing the Village's application tracking system, the next Director of Human Resources will have the responsibility of continuing to develop this system. This system has capabilities that have been underutilized and will require a director with vision to use it to its full potential.

PARTICIPATE IN COLLECTIVE BARGAINING

There are four collective bargaining units in the Village. Human Resources, Finance, and the Village Managers Office work in conjunction along with labor counsel on all of these negotiations. Negotiations with the local IAFF Union are in progress and the current contract is set to expire at the end of the year. 2025 will bring the opportunity to participate in Police Union negotiations.

VILLAGES STRATEGIC PLAN

The Village of Mount Prospect believes in organization wide input into the Mount Prospect Strategic Plan. This plan is annually updated and the Human Resources Director plays a key role in contributing towards what the Village will do over the following year. The next Director of Human Resources will report on current Human Resources goals, and will outline future goals with the input of the Human Resources Team.



Now is a great time to join the Mount Prospect Team!

The Village was recently recognized by ETC with their "Leading the Way" award. This award is given to the top 10% of municipalities nation wide. This award is a direct result of our outstanding team and the culture that has been developed to help everyone succeed!



DEMOGRAPHICS

VILLAGE

Population: 56,852	Median Household Income: \$100,526	Licensed Businesses: 1,037	Median Age: 40.1
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PERSONNEL

Collective Bargaining Units: 4	Full and Part Time Staff: 337	Turnover Rate: 5.84%	Departments: 7
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Mount Prospect is a welcoming and diverse community.

- 64% of residents are white non-Hispanic, 16% of residents are Hispanic/ Latino, 14.5% are Asian, and 2.7% Black/ African American (2020 US Census).
- 42.5% of residents speak a language other than English in the home, including Spanish, Polish or other Indo-European and Asian Pacific Islander languages.
- 30.6% of our population was born outside of the United States.
- 47.1% of residents hold a bachelor's degree or higher.

The Village is actively tracking and publishing data on our diverse workforce with HR lead DEI quarterly updates. These updates show Village staff, our elected officials, and the citizens of Mount Prospect the diversity in Village staff and various hiring process within the Village. DEI continues to be a high priority for Staff and elected officials!





COMPENSATION & BENEFITS

The Village has an open range classification and compensation plan for non-union staff. The Director of Human Resources is a Grade 9 position with a 2024 salary range of \$125,966 - \$176,352 annually.

HEALTH BENEFITS

- Medical, Dental, and Vision insurance beginning on the first day of the month after start date, with PPO or HMO options.
- Flexible spending Plan for Medical, Dependent care, and parking and mass transit.
- Life Insurance (one times annual salary) plus the option to purchase supplemental life insurance.
- Voluntary Short-term Disability Insurance.
- Optional participation in the Wellness Rewards Program with CHC Wellness provides opportunities for discounts on health insurance premiums and other benefits.

RETIREMENT BENEFITS

- Illinois Municipal Retirement Fund (IMRF) Pension.
- Retirement Health Savings Plan (RHS).
- Voluntary Deferred Compensation Plan (457b).

ADDITIONAL BENEFITS

- Vacation, personal, and sick time.
- Nine Paid Holidays.
- Village provided cell phone or option for buy-up to own.
- Village provided laptop.
- Village offers participation in the Bright Start College Savings Program.
- Employment with the Village provides access to account services with METRO Credit Union





HOW TO APPLY

SUBMIT THE FOLLOWING

1. Cover letter
2. Resume
3. Application

The application and supporting documents should be submitted through the following link: <https://bit.ly/3BwrjgO>

First review of applications will occur on October 15, 2024.

The Village of Mount Prospect is an Equal Opportunity Employer and strives to be a welcoming and inclusive place for all. People of diverse backgrounds, veterans, and those with disabilities are encouraged to apply.

QUESTIONS?

Review the complete job description for additional details on this position. Questions may be directed to Rkast@mountprospect.org.

