



## Position Recruitment Notification For Internal & External Candidates

<b>Job Classification:</b>	<b>Human Resources Coordinator</b>
<b>Department/Division</b>	Human Resources
<b>Employment Status:</b>	Full-time
<b>Annual Salary /Grade:</b>	\$52,494-\$66,251 +/- DOQ/Grade 15-GS
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	Non-Union
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	Until filled, first review of applications June 10, 2024.

### POSITION SUMMARY:

This confidential position serves the public by providing a high level of customer service and professional support to the Human Resource Department; performs a wide variety of administrative duties in routine to complex office, clerical, and administrative tasks in support of the Human Resource Department; provides assistance to other Village employees as needed; provides information personally to the public or directs information requests according to established procedures; maintains records and other documents; and performs other related duties as required. This individual will be critical in ensuring that projects, calendars, and priorities are on track, and will be proactive, highly organized, and have excellent rapport with employees at all levels of the organization. The HR Coordinator works closely with administrative staff in all departments and provides support to the Law Department and Village Manager's Office as needed. The successful candidate will be able to work in a complex environment and will have the proven ability to manage multiple tasks and projects in a timely and organized manner.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=637789768>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us) ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## HUMAN RESOURCES COORDINATOR

**Department:** Human Resources

**FLSA:** Non-Union Non-exempt

**Pay Band:** 15-GS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

This confidential position serves the public by providing a high level of customer service and professional support to the Human Resource Department; performs a wide variety of administrative duties in routine to complex office, clerical, and administrative tasks in support of the Human Resource Department; provides assistance to other Village employees as needed; provides information personally to the public or directs information requests according to established procedures; maintains records and other documents; and performs other related duties as required. This individual will be critical in ensuring that projects, calendars, and priorities are on track, and will be proactive, highly organized, and have excellent rapport with employees at all levels of the organization.

### **DISTINGUISHING CHARACTERISTICS**

The successful HR Coordinator should have strong communication and organizational skills in addition to being detail-oriented. While the ability to work independently is important, many duties require that an HR Coordinator work with others in a team environment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Human Resources and/or Assistant Director of Human Resources.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

### **Essential duties and responsibilities**



## HUMAN RESOURCES COORDINATOR

1. Ensure that best in class customer service is provided to both internal and external customers by embracing supporting, and promoting the Village's core values, beliefs, and culture.
2. Performs a wide variety of sensitive and confidential routine-to-complex office, clerical and administrative tasks and duties in support of the Human Resource Department
3. Assist with a variety of professional and technical functions in support of human resource management including employee/labor relations, hiring, employee testing, new employee orientation, training and development, classification analysis, compensation analysis, benefits administration, unemployment compensation and workers' compensation
4. Provides timely administration of department communications including correspondence and requests received via phone, email and electronic processes: Provides phone and email coverage; determines priorities when items need immediate attention
5. Organizes and maintains department records systems; collects and compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems through weekly file maintenance.
6. Ensures all employment documents including but not limited to status sheets, requisitions, tuition reimbursement, benefit changes, employee verifications, and routine correspondence are recorded and routed for the appropriate signatures and ensure the successful processing and filing of all personnel actions.
7. Coordinates Village training and development programs for staff, including administration of the Village's online policy and training platforms.
8. Acts as a resource to managers and employees on department processes and Village policies, rules and regulations
9. Coordinates the ordering of appropriate supplies and monitors budgeted expenditures; processes department invoices for timely payment.
10. Screen calls, visitors and mail; represent the HR department to all callers and visitors in a professional and customer friendly manner, respond timely to requests for information and assistance, and when appropriate, refer requests to the appropriate HR representative: Works in coordination with support staff for Law department and Village Manager's Office in performance of this function.
11. Assist with the preparation of documentation, routine correspondence, presentations, and



## HUMAN RESOURCES COORDINATOR

reports often including sensitive and confidential information.

12. Act as a highly resourceful, team-player, with the ability to work independently, under minimal supervision when needed.
13. May take and/or transcribe minutes during various meetings.
14. May require occasional travel to represent the Village at recruitment events, trainings, or meetings.
15. Make effective use of office technology including all HR and Finance software, a personal computer, a variety of office software including word processing, spreadsheet, presentation, graphics, and other software applications required to produce a variety of finished documents; and make effective use of calendar/scheduling software and e-mail to provide administrative support
16. Assist in the recruitment process by posting advertisements and screen resumes.
17. Maintain records of training activities and employee participation.

### **Other important responsibilities and duties:**

1. Provide administrative support for a variety of department operations, special projects and programs as assigned.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
3. Coordinate and attend recruitment events, job fairs and pre-employment testing
4. Act as customer service lead for the department; monitor the assignment and completion of service, equipment and training requests.
5. Respond to and resolve employee complaints and inquiries.
6. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and processes involved in administrative support functions such as tracking and



## HUMAN RESOURCES COORDINATOR

reporting expenses, storing and retrieving documents, customer service methods and practices, evaluation of work processes and related office functions.

- Advanced computer applications and techniques including information management systems related to human resources management and payroll administration as well as word processing, spreadsheet, data base and presentation software.
- Pertinent Federal, State, and local laws, codes and regulations including equal employment opportunity and labor laws.
- Principles of business letter writing and report preparation.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Principles of customer service.
- Principles of basic accounting and bookkeeping.
- English usage, spelling, grammar and punctuation.

### **Ability to:**

- Compile and maintain complex and extensive records and prepare routine reports. Maintain confidential data and information.
- Successfully work with Village HR and Finance software; MS Office Suite, and the ability to pick up on new software quickly and train others on department software as needed
- Demonstrate attention to detail and strong organizational skills.
- Schedule and coordinate multiple activities, information, projects and special events for multiple participants;
- Analyze situations carefully; adapt to changing priorities and adopt effective courses of action
- Take verbal direction and follows through in an accurate and timely manner
- Interpret and apply administrative and departmental policies, procedures, laws and regulations.



## HUMAN RESOURCES COORDINATOR

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Independently prepare correspondence and memoranda. Work independently in the absence of supervision.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance
- Provide best in class customer service
- Attend meetings and functions before and after regularly scheduled work hours
- Meet and deal with the public effectively.
- Conduct oneself with honest; integrity; sound judgment; resourcefulness; and dependability
- Effectively demonstrate and set the clear expectation of providing excellent customer service to all constituents.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time*
- Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- Making observations*
- Communicating with others*
- Reading and writing*
- Operating assigned equipment.*

### **Experience and Training Guidelines**



## HUMAN RESOURCES COORDINATOR

**Experience:** One to five years of responsible administrative support experience involving public contact and performing work similar in nature preferably with some experience in municipal government and at the level described above in the Examples of Duties. **-AND-**

**Training:** Associate's degree with coursework in human resource management, public administration, business administration, communications, or a related field is preferred. Combination of training and experience will be considered.

Qualified applicants must be able to demonstrate intermediate proficiency in Microsoft Office computer software including Word, Excel, and Outlook.

**WORKING CONDITIONS:** Work in an office environment; sustained posture in a seated position and continual answering of phones; continuous exposure to computer screens.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.