

Employment Opportunity



Human Resources Generalist

Job Code: 7210

Posted from: November 25, 2019
Applications accepted until position is filled

Division/Department: Human Resources, Wheaton
Grade: 115

Schedule: Full-time, Monday-Friday, 8:00am – 4:30pm
Salary Range: Depending on qualifications

Responsibilities include:

- Primarily provides professional human resources support primarily in the areas of recruitment and employee relations. The selected candidate will additionally participate in work related to other functional areas such as training, compensation, payroll and benefits.
- Deliver training programs related to policies, workplace conduct, supervisory skill development and new employee orientation.
- Coach supervisors on managing employee relations matters and if necessary, conduct confidential investigations into employee concerns. The selected candidate will assist supervisors as needed in preparing corrective action documents or performance improvement plans as needed.
- Research and make recommendations for the development or revision of human resources policies, programs and/or training.
- Maintains accurate and thorough records and ensures compliance with Federal, State, and local laws and organizational policies.

Minimum Requirements include:

Completion of a Bachelor's degree in Human Resources, Organizational Development, or a related field and a minimum of two years of professional Human Resources experience or an equivalent combination of training and experience. The preferred candidate will:

- Be skilled at balancing conflicting points of view, demonstrating discretion, integrity and fairness, managing multiple priorities and have a willingness to learn new processes and systems quickly.
- Have experience in the recruitment and selection of employees at various levels within an organization (entry-level through leadership) and is familiar with current methods used to advertise, interview and select staff.
- Have experience providing professional guidance to all levels of management regarding employee relations matters and problem-resolution. Knowledge of current conflict resolution and team building methods and an ability to coach behavior are important.
- Be skilled at prioritizing work, maintaining communication, communicating sensitive information during conflict. Approaching work from a process-improvement mindset are critical.
- Have proficiency in the use of the NeoGov Applicant Tracking and Onboarding or similar systems. Proficiency in Microsoft Office programs with intermediate proficiency in Excel.
- Have obtained SHRM and/or HRCI certification

Interested applicants should submit a resume to: (Employment applications may also be picked up here)

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187
(Employment Applications also may be picked up at the address noted above)

E-mail address: hr@dupagehealth.org **Fax:** (630) 510-5481

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