



Senior Human Resources Generalist

Forest Preserve District of DuPage County

Contact Name: Forest HR

Contact E-mail: forestrhr@dupageforest.org

Contact Phone: 630-933-7682

Closing Date:

Salary: \$62,858-70,782 per year

Description:

The **Senior Human Resources Generalist** is a key member of the HR team, providing guidance, expertise, and support to colleagues and the organization as a whole. Serve as a trusted advisor on policy interpretation, employee relations, performance management, recruitment, and compliance making a meaningful impact on promoting a positive workplace.

What You'll Do

- Counsel supervisors and employees on performance, behavior, policies, procedures, and employment topics; research questions and make decisions within broad guidelines and ensure consistent application.
- Develop and implement recruitment strategies, including use of the Applicant Tracking System; partner with supervisors on job specifications and coordinate recruitment, interviews, reference checks, and candidate evaluation.
- Recommend compensation placement using internal and market data; ensure compensation programs are in compliance.
- Administer and oversee compliance programs such as FMCSA, background screening, unemployment, drug testing, specialized testing, and vaccinations.
- Review, create, and maintain job descriptions through job analysis and evaluation; provide guidance on FLSA, EEO classifications, and related compliance requirements.
- Conduct research and assist with development of HR policies, procedures, best practices, and special projects related to compensation, classification, talent management, employee/labor relations, performance management, and training.
- Analyze training needs and develop, facilitate, and/or present training programs.
- Identify opportunities to improve and streamline HR practices and align departmental processes.
- Stay current on HR trends, best practices, regulatory changes, and employment law.
- Assist with management and development of the human resources department budget.
- Support the supervisor with staff selection, scheduling, training, daily work coordination, performance feedback, and employee development while promoting morale.
- Promote a safe and supportive work environment by following safety policies, reporting hazards, and supporting the organization's safety and risk management programs.

- Maintain a supportive working environment and desire to exceed for internal and external customers.
- Perform other related duties as assigned.

What You'll Need

- Must be 18 years of age or older at the time of hire.
- Bachelor's Degree in Human Resources Management or related field; 4-6 years of related experience or equivalent combination of education, training, and experience. PHR or SHRM-CP certification and lead worker experience preferred.
- Valid Driver's License in good standing.
- Excellent critical thinking skills; including ability to identify issues and analyze facts, exercising sound judgment, and arriving at conclusions to resolve conflicts effectively in a timely manner.
- Demonstrated proficiency in talent and performance management strategies, employee relations, compliance reporting, delivering training programs, and employment law (FMLA, FLSA, ADA, IDHR, EEO, etc.)
- Proficiency with Microsoft Office, Adobe, HRIS and ATS applications and related computer software.
- Knowledge of conducting job evaluations and content analysis for job description development. Skilled in compensation structures, salary survey methodologies, and data interpretation for decision-making.
- Strong organizational and time management skills with a proven ability to meet deadlines.
- Maintains strict confidentiality of all employee and organizational information.
- Demonstrated success in establishing and maintaining productive working relationships.
- Strong communication skills, both verbally and in writing.
- Strong organizational skills to maintain accurate records and data.

Schedule, Pay, & Benefits

- Office hours are 8:00 am – 4:30 pm. The position is exempt, which may require the completion of responsibilities beyond office hours.
- Starting at \$62,858 - 70,782 per year.
- We offer an outstanding and affordable benefit package including medical, pension program, and more. To find out more, visit our website.

Why Join Us?

- Be part of a mission-driven organization dedicated to conservation, recreation, and community engagement.
- Work in a supportive, collaborative environment where your expertise makes a real impact.
- Take a lead role in shaping initiatives that improve the employee experience and strengthen organizational culture.

Apply Today

Follow the **link** to apply directly and be considered for the position.

Additional information about the position and job duties can be found in the attached job description or on our website.

The Forest Preserve District of DuPage County is an equal opportunity employer.