

DU-COMM

DuPage Public Safety Communications
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www.ducomm.org



JOB DESCRIPTION

Human Resources Manager

Reports To: Executive Director
FLSA Status: Exempt

Updated: March 31, 2024

Summary

Plan, direct, and coordinate the human resource functions including labor and employee relations, compensation, benefits, staffing and retention, organization development, and performance management.

ESSENTIAL JOB FUNCTIONS

The following statements are illustrative of the essential duties and responsibilities of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential function of the job at any time.

- Plan, develop, and administer human resources programs including recruitment, employee benefits, risk management, compensation administration, labor relations, human resource training, and development.
- Cultivates and promotes a mission-driven culture of high-quality performance, with a focus on customer service, consistency, dignity, and accountability.
- Manage DU-COMM recruitment and on-boarding process, conduct ongoing analysis of the effectiveness of recruitment strategies, implement and monitor employee retention strategies.
- Provide human resource policy development, administration, direction, and guidance to the organization.
- Develop and maintain DU-COMM's human capital plan.
- Coordinate, develop and implement DU-COMM's safety program, including leading the safety committee, safety training, drug screening program, fitness for duty and injury analysis. Serve as risk manager and monitors claim experience and works to devise training and resource sharing to minimize risk.
- Assist with budget development and administer approved budgets for employee relations, benefits, and risk management.
- Coordinates administration of DU-COMM employee benefit programs, health insurance, Illinois Municipal Retirement Fund, and wellness programs.
- Assist in administration of collective bargaining agreements, interpreting contract language, participate in labor management meetings, research grievances, and resolve issues related to contract administration.
- Stay current with employment laws; interpret, recommend, and implement modifications to and development of policies, procedures, and guidelines; and advises and educates leadership on revisions or changes.
- Oversees agency's compliance and administration of Family and Medical Leave Act (FMLA), American Disability Act (ADA), Fair Labor Standards Act (FLSA), and other applicable state and federal personnel laws.
- Maintain centralized employee filing system, ensure confidentiality and completeness of employee files, make recommendations regarding retention of employee records and files.
- Perform all other duties as assigned by the Executive Director

SUPERVISORY RESPONSIBILITIES

- Provide direct supervision of the Human Resources Generalist.
- Assign, direct, motivate, and supervise activities of assigned staff in the successful performance of their tasks and responsibilities.
- Interpret and advise managers and supervisors on the application of policies, procedures, personnel rules, contract agreements, and related items.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources, public administration, or related field.
- Minimum of three (3) years of progressively responsible experience in the human resources field; experience in a supervisory or leadership position preferred.
- A combination of educational achievement and experience, directly related to the position, may be considered by DU-COMM in the application of these minimum qualifications.
- Must be able to successfully pass a thorough background investigation, psychological exam, pre-hire medical exam/screenings, and drug screening.

SPECIAL REQUIREMENTS

- Requires occasional early morning or evening hours related to attendance at board meetings or special events.
- Must be able to accommodate scheduled demands of managing 24/7 environmental and willingness to be "on-call" as requested.
- May perform duties outside of normal office hours to respond to DU-COMM during an emergency.

PREFERRED QUALIFICATIONS

- Human Resources Certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.
- Collective bargaining agreement management and negotiation experience.
- Previous experience in public safety environment.
- Public meetings (including Illinois Open Meetings Act and Roberts Rules of Order).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the various principles and practices of human resource management, recruitment, compensation, benefits, risk management, employee relations, leave management, performance management, and training and development.
- Ability to maintain strict confidentiality, protect the privacy of all employee information in accordance with policies, procedures and practices as required by federal and state law; skill in presenting results in oral, written, and graphic form; skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- Ability to use Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint, specifically a working knowledge of Excel with the ability to input data, analyze data, and use graphing functions.
- Ability to effectively apply written and oral English language skills.
- Ability to establish and maintain satisfactory working relations with personnel, officials, vendors, and the public.

PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT

Work is generally performed in an office environment. May sit or stand in a stationary position for long periods of time and requires some walking, standing, stooping, carrying of light items such as papers books and files. Ability to observe details at close range. Work is primarily performed indoors but also requires outdoor visits for recruitment or special events. While outdoors, the employee may occasionally work in inclement weather conditions. Low levels of noise typical of an office environment are expected.

The preceding statements are illustrative of the functions of the job and DU-COMM retains the right to modify or change the duties or essential functions of the job at any time.