



## **JOB POSTING**

**DATE:** August 29, 2017

**POSITION:** Personnel Services Coordinator

**JOB DUTIES:** Responsible for planning, directing and managing departmental activities including recruitment, risk management, labor relations and discipline/discharge. Advise management and staff on human resources related issues and develop/coordinate policies and procedures. Must be able to work well with a wide variety of people and have excellent organizational skills with the ability to multitask. Duties may include, but are not limited to:

- Provide Human Resources expertise and counsel to administration, managers, and staff, including support for compensation, performance management, hiring/terminations, and employee and organizational development
- Participate in collective bargaining contract negotiations and ensure union contract compliance
- Provide leadership and direction to digitize, update, and continuously improve policies, processes, systems, and benefits
- Support managers and employees with HR counseling, conflict resolution, and investigations to foster a workplace environment consistent with our values and mission
- Recruitment, interviewing, and coordination of pre-hire testing, physicals and background checks
- Track and ensure compliance with random and post-accident DOT drug testing
- FMLA administration, ADA coordination, and management of other leave benefits
- Coordinate employee wellness program
- Ensure safety training programs and documentation are current for all departments
- Maintain personnel files
- Ensure legal compliance by staying current with all Local, State, and Federal labor laws
- Unemployment case management
- Worker's compensation case management

### **QUALIFICATIONS:**

The ideal candidate is required to have a Bachelor's Degree with a focus in Human Resources or a related field, or a combination of education and experience that provides equivalent knowledge, skill, and abilities in the principles of Human Resource Management. Requires above average oral and written communication skills with excellent interpersonal and coaching skills. A solid understanding of municipal operations with public sector labor relations experience strongly preferred. Master's degree and/or SHRM or HRCI Certification preferred. Must reside in or have the ability to relocate to the Village of Lansing within 18 months of hire.

Salary determined by experience and qualifications.

Competitive benefit package including health, dental, vision and life insurance, and IMRF pension.

To receive consideration, please submit your application and resume to Mr. Dan Podgorski at the Village of Lansing Municipal Center, 3141 Ridge Road Lansing, Illinois 60438 or as an email attachment sent to [dpodgorski@villageoflansing.org](mailto:dpodgorski@villageoflansing.org). If you submit your resume by email, please put the position you are applying for in the subject line.

**The Village of Lansing is an Equal Opportunity Employer.**