

**Office of Executive Inspector General
Human Resources Division
Position Description
Director of Human Resources**

Posting Date: November 14, 2014
Posting Close Date: Open until position is filled
Salary Range: \$4,167.00 to \$6,250.00 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG), First Deputy Inspector General and Chief of Staff, and Chief Administrative Officer, and under the direction of the Director of Finance and Administration, serves as Director of Human Resources. The incumbent is responsible for planning, directing, implementing and administering all human resources functions for the Office of Executive Inspector General (OEIG), including: employee relations; employee recruitment, retention, and performance management; and personnel administration. Interprets OEIG policy, state and federal personnel-related laws, rules, regulations and policies for OEIG staff. Oversees the processing of payroll and employee requests for, among other things, deferred compensation, group insurance, workers' compensation, FMLA, and retirement benefits. This position involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES:

1. Plans, directs, implements, administers and is knowledgeable of all aspects of human resources functions, including all existing OEIG personnel policies. Recommends and implements, subject to management approval, policies to ensure compliance with state and federal employment laws. In collaboration with the Director of Finance and Administration, investigates and resolves human resources issues.
2. Directs and oversees all human resources functions, including but not limited to ensuring appropriate documentation of all personnel transactions, developing and maintaining a position description program, and ensuring consistent compliance with policies and procedures, applicable personnel rules, and employment laws.
3. Manages the performance management process to ensure evaluations are administered consistently, timely, and in compliance with established standards.
4. Serves as the EEO/AA Officer. Responsible for ensuring compliance with all policies, procedures, and regulations of the Illinois Department of Human Rights including preparation and submittal of timely and accurate EEO/AA reports.
5. Manages the payroll function for the processing of employee pay information, benefits selections, and payroll changes; and ensures that payroll policies and practices comply with all applicable state and federal laws, rules, regulations, and policies.
6. Manages the OEIG's timekeeping process. Ensures that employee time reporting information and accrued benefit time including the tracking of FMLA certifications is recorded accurately and in compliance with OEIG policy and applicable state and federal law.
7. Manages the CMS group insurance program for OEIG employees. Provides advice, guidance, and direction to assist employees with health insurance selections; ensures that employees' benefits information is recorded with CMS group insurance; and resolves insurance discrepancies.

8. Advises staff on issues and questions related to, among other things, deferred compensation, workers' compensation, FMLA, FLSA, and retirement benefits. Seeks guidance from appropriate external subject matter experts to resolve issues as required.
9. Manages employee recruitment efforts, including the online application process. Arranges outreach efforts with educational institutions, community groups, professional organizations, and attendance at job fairs. Manages the on-boarding process for new employees.
10. Manages staff development meetings and seminars for OEIG staff on topics including performance evaluations, insurance, retirement, deferred compensation, and other matters as appropriate.
11. Consults and advises management regarding employee disciplinary action. Ensures disciplinary recommendations are in compliance with established rules, policies and procedures, and employment laws. Solicits legal opinions from the General Counsel as required.
12. Guides subordinates to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments. Ensures timely compliance with all personnel policies, including but not limited to time sheets, attendance records, training initiatives, and professional development. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for subordinate staff.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Director of Finance and Administration

SUBORDINATE POSITIONS (direct): Administrative Assistants

MINIMUM REQUIREMENTS:

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.;
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

**HOW TO APPLY:
(The OEIG is a non-code state agency)**

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the “apply for open position” link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.