

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*
CHARLES HOLIDAY, JR., *Executive Director*



Division Manager – Human Resources Division

Position Summary

This position serves as the Human Resources Division Head and is responsible for directing, coordinating and supervising all human resources functions, such as employment, compensation, benefits and training.

Salary Range

\$113,000 - \$118,000

This position is classified as Exempt under the Fair Labor Standards Act.

Essential Duties and Responsibilities:

- Plans, implements, and evaluates employee relations and human resources policies, programs and practices.
- Recruits, interviews, and recommends selection of candidates to fill vacant positions.
- Drafts and updates job requirements, descriptions, and titles.
- Leads onboarding and offboarding processes.
- Coordinates and conducts employee training.
- Ensures planning, monitoring, and appraisal of employee work results by training Division managers and supervisors in coaching and employee discipline matters.
- Advises Senior Management in resolution of employee relations issues.
- Working with the Legal Department, ensures legal compliance by monitoring and implementing current federal, state and local requirements, including conducting investigations and maintaining records.
- Preparing and updating human resource policies and procedures.
- Leads staff in payroll processing procedures.
- Must be able to work extended hours and weekends during election cycles.
- Other duties as assigned.

Qualifications and Competencies:

- Bachelor's degree in Human Resource Management; Management with a concentration in Human Resources; or Organizational Behavior
- At least five (5) years of experience in progressively responsible human resource roles.
- Three (3)+ years in a supervisory role.
- Professional certification in SHRM (SHRM-CP, SHRM-SCP) or HRCI (PHR, SPHR, GPHR, HRMP, HRBP)
- Demonstrated experience in performance management.
- Proficiency in Microsoft Office and Applications, and experience with HRIS (e.g. ADP, Oracle, Kronos)
- Excellent verbal and written skills.
- Strong conflict resolution and critical thinking skills.
- Excellent organizational skills, dependent and responsive with attention to details and ability to prioritize multiple tasks.
- Demonstrated ability to work effectively with diverse teams.
- Must be a resident of the City of Chicago.
- Must be in compliance with the Board's mandatory COVID vaccination policy.

All applications for this position will be received via email and must include a resume and cover letter. E-mail to mwebb@chicagoelections.gov include in the subject line: Division Manager – Human Resources Position/Your Name. The posting will remain active until filled.

The Board is an Equal Opportunity Employer.