

Commissioners

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



Human Resources Division---Principal Clerk III

Position Summary

The primary function of the Principal Clerk III is to perform the various responsibilities of the Human Resources (HR) Division with limited supervision by the Deputy Administrative Officer of HR. The position includes supervision and training of junior staff.

Salary Range:

\$60,000-\$70,000

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

Responsibilities:

- Under the direction of the Deputy Administrative Officer of HR, oversees the scheduling, assignments, and daily workflow of subordinates in the HR division.
- Performs routine tasks required to administer and execute human resource programs that may include but are not limited to, disciplinary matters; performance and talent management; leaves, and training and development.
- Oversees and assists with onboarding/offboarding and reboarding of employees including orientation, assistance with benefits, conducting exit interviews, and processing final compensation.
- Conducts background checks and employee eligibility verifications.
- Assists with Budget preparation and submissions for the City of Chicago and Cook County.
- Responds to employment related inquiries or verifications from outside agencies or departments.
- Attends and participates in employee disciplinary meetings, terminations, and investigations as directed.
- Performs other duties as assigned.

Required Qualifications:

- 3-5 years of work experience in HR or related field.
- Excellent verbal and written communication skills.
- Demonstrated knowledge of employment-related laws and regulations.
- Ability to work in a fast-paced environment.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent interpersonal and conflict resolution skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Must be able to work extended hours and weekends during election cycles.
- Must be a City of Chicago Resident.
- Must be in compliance with the Board's mandatory COVID vaccination policy.

Preferred Qualifications

- Experience working in the public sector.
- SHRM (CP certification) or HRCI.
- Experience with HRIS (e.g. ADP, Oracle, Kronos)

All applications for this position will be received via email and must include a resume and cover letter. E-mail to: hr@chicagoelections.gov and include in the subject line: HR Principal Clerk III/YOUR NAME. The posting will remain active until filled.

The Board is an Equal Opportunity Employer.