



DIRECTOR OF HUMAN RESOURCES LAKE COUNTY, IL



DIRECTOR OF HUMAN RESOURCES

LAKE COUNTY, IL

Lake County, IL (population 714,342) seeks a highly progressive, innovative human resources professional with sophisticated leadership skills to serve as its next Director of Human Resources. This position is a key member of the executive team and leads a comprehensive range of human resources services for a workforce of more than 2600 employees. This person will lead the County's recruitment and retention efforts, collective bargaining strategies, compensation administration, risk management and organizational development initiatives. The individual must be a strategic thinker and consensus builder who can bring strong leadership and communication skills, modern and innovative management practices, and business acumen to this critical position. The ideal candidate will have a commitment to work across the agency to build relationships to effectively implement best practices and high-level customer service, as well as experience in conducting labor negotiations, addressing current workforce initiatives including but not limited to succession planning, retention, professional development and ensuring that Lake County is a workplace of choice. In addition, the successful candidate can assist with the successful implementation of County-wide projects such as compensation studies and an ERP implementation. The position directs the County's full complement of personnel services, manages 16 human resources professionals, two risk/liability insurance professionals and a budget approaching \$12 million (\$9.5 million is within the risk management/liability budget). The position reports to and is appointed by the County Administrator.



ABOUT LAKE COUNTY

Lake County is located along the shore of Lake Michigan 30 miles north of Chicago and 40 miles south of Milwaukee and offers a quality of life that is unmatched. Lake County is home to more than 700,000 residents and 28,000 businesses ranging from small family-owned businesses to major corporations including Abbott Laboratories, Baxter Healthcare Corporation, and Takeda Pharmaceuticals North America. The County has charming rural communities, and thriving urban and suburban communities, unincorporated areas, and exciting entertainment and shopping venues. There is also a wide variety of recreational opportunities found through the miles of Lake Michigan shoreline, the Chain O'Lakes and the highly acclaimed Lake County Forest Preserves system. In addition to Lake Michigan, Lake County is home to 170 other lakes and rivers, 400 miles of streams and thousands of acres of wetlands and preserved wildlife areas.

The county seat is in Waukegan. In addition to unincorporated areas, the county has 52 municipalities including Highland Park, Lake Forest, Lake Zurich, Barrington, Fox Lake, Deerfield, Libertyville, and many others. Gurnee is home to Six Flags Great America, Gurnee Mills Shopping Mall and the Great Wolf Lodge and Water Resort. Other Lake County attractions include the Ravinia Music Festival, a large outdoor entertainment venue in Highland Park, the North Point Marina in Winthrop Harbor, and the Waukegan Harbor. Lake County is also home to the Great Lakes Naval Station, the United States Navy's Headquarters Command for Training and the Navy's only recruit training center. Lake County's public school districts are listed among the best in the state, with many of its schools ranking among the best in the nation.

Additional information about Lake County can be found on the county's website: www.lakecountyil.gov.

LAKE COUNTY AT A GLANCE

Population: **714,342**

Land Area: **443.61** square miles

Median Home Value: **\$313,700**

Median Household Income: **\$104,553**

Housing units: **270,669**

Unions: **15**

Employee Count: **2,687** FT



THE COUNTY ORGANIZATION

Lake County is governed by a 19-member elected Board who serve either a four-year or two-year term. The Board serves as the legislative body of the county government. The Chair is elected from among the Board members. The County spends more than \$635 million annually and allocates funding to more than 30 departments and divisions, comprised of 2,580 FT employees and 107 part time positions that provide services including public works, law enforcement, health care, transportation, and criminal justice. There are also seven independently elected officials responsible for their respective departments including the Coroner, County Clerk, State's Attorney, Sheriff, Clerk of the Circuit Court, Regional Superintendent of Schools, and Treasurer.

The County Board operates through a committee system utilizing the following twelve standing committees to develop policy: Committee of the Whole, Diversity Equity and Inclusion, Planning/Building/Zoning and Environment, Ethics, Financial and Administrative, Health and Community Services, Law and Judicial, Legislative, Public Works/Transportation, Reapportionment, and Rules Committee. There is also a new committee on Broadband. The Director of Human Resources Department provides support to the Financial and Administrative and Diversity, Equity and Inclusion committees. The County values its employees and realizes the importance of recruiting and retaining high quality talent. Salaries and wages along with related benefits make up more than half of the operating budgets.



THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department consists of eighteen full-time employees dedicated to providing exceptional service to stakeholders. Sixteen employees support the County employees by offering the following services including recruiting prospective employees, employee and labor relations, payroll, compensation and classification, employee benefits, organizational and employee development, risk management and training. In addition, the Director supervises two employees who support the risk management/liability functions for the County. The staff consists of an Assistant, Managers, Analysts, Specialists, Generalists, and an executive assistant.

The Human Resources Director oversees both the HR Budget FY24 budget is \$2,439,454 and the Liability Insurance (Risk) Fund Budget FY24 of \$9,536,132.



OPPORTUNITIES AND CHALLENGES

The director is positioned to be a key member of the County's management team, so developing and maintaining relationships with elected officials, County administration, all levels of employees, vendors and unions is paramount. Proven open communication, interpersonal and human relations skills, and the proven ability to interact with a wide variety of people possessing various attitudes and positions are all important and desirable qualities for the next Director.

The Director of Human Resources must have expertise in large, complex human resource operations preferably in local government, strong credentials in human resources leadership and excellent collaboration and communication skills. It is important that the Director have experience in leading and fostering an organizational culture that focuses on respect, communication, and collaborative decision making.

The new director will be able to establish the Human Resources Department as a partner within the organization and to utilize the available resources and talent to position the department to become a recognized asset for all stakeholders in the county. The ability to effectively delegate decision making within established parameters to ensure efficient service to operating departments is highly desired.

There are many exciting opportunities for the new director. The County has initiated the procurement of a new Enterprise Resource Planning (ERP) software of which human resources is an integral part. The director will be instrumental in the implementation and administration of the new system in order to yield efficient and effective human resource and county functions.

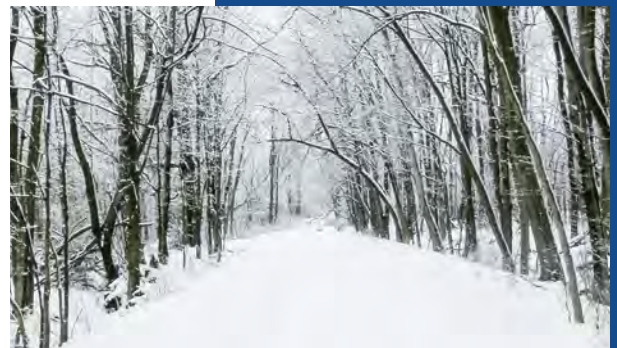
The new director will have the opportunity to create a cohesive and consistent approach to human resource policy and process among both elected and appointed departments potentially centralizing functions and fostering consistency in approach and outcomes. The ability to engage others to consider and embrace the approaches will create new efficiencies and streamline department operations.

In consultation with other departments, the new director will implement and align a strategic compensation approach for non-union employees.

The director will be welcomed into an environment that is recognized as one that is highly professional, strategic, innovative, and a great place to work. It is a rare opportunity to become a member of a management team that is focused, motivated, collegial, and visionary. As a key member of the administrative staff, championing the role of "chief people person," the director will have a focus on maintaining Lake County as an employer of choice.

CAPABILITIES AND EXPECTATIONS

- An attentive and responsive leader who offers solutions in the retention, supervision, and professional development of the human resources staff to ensure continuing growth as content matter experts in related disciplines. A strategic partner who offers solutions to human resources issues and a desire to understand unique workplace operational situations.
- Responsible for the overall application and administration of employee and labor relations. Overall responsibility for labor relations to include collective bargaining agreement negotiations and administration, grievances, arbitration, and unfair labor practices. Serves as a liaison to the unions for all labor related matters.
- Oversees the county's overall talent management plan initiatives. Directs opportunities to improve and align supporting systems to maintain an integrated approach to talent management including retention.
- Administers worker's compensation, risk, and safety programs. Manages the Public Safety Employee Benefits Act (PSEBA) claim administration. Responsible for unemployment compensation claims administration.
- Manages the recruitment process to ensure compliance with county hiring practices, affirmative action plan and diversity administration. Participates in the interviews of management level candidates.
- Responsible for development and administration of the human resources and risk/liability insurance department budgets.
- A decisive leader who is confident, honest, fair, and one who consistently assures the integrity and competence of the department's work product, processes, and procedure. An individual who is hard-working, creative, and ethical upholding high moral standards and who leads by example in a highly transparent organization.
- A consensus builder who can establish positive and productive working relationships with the County Board, county administrator, department heads, union officials, employees and other stakeholders. An individual who understands and embraces a dynamic, fast-moving municipal organization that serves the community on a 24/7 basis.



QUALIFICATIONS

The following factors of education, experience, management style and personal traits have been identified as areas the recruitment team will assess in choosing the "ideal" Human Resources Director to function effectively in this position.

- A bachelor's degree in Human Resources Management or a related field. A Master's Degree is preferred. Ability to interpret and enforce applicable Federal, State and local policies, rules, laws and regulations.
- Ten years of progressively responsible experience in an organization of similar complexity, ideally with some experience in the public sector. Experience with collective bargaining is a plus. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR); SHRM-CP or SHRM-SCP is desirable.
- Have extensive experience in directing activities involving policy development and interpretation, recruitment, retention, motivation, position classification and compensation plan administration leadership development, organizational culture, benefits administration, records management, health and safety, labor relations and equal employment opportunity compliance.
- Skilled at balancing duties that include big picture, county wide goals and day to day HR responsibilities, ensuring that both aspects of this key position are addressed.
- Have significant experience in organizational development with the ability to evaluate programs and processes that would be effective in the Lake County organization. Be a lifelong learner, willing to try new approaches.
- Have a positive track record in labor/management relations with the ability to work effectively with the union leadership and membership while negotiating contracts in a fair and consistent manner—one that results in a mutually respectful relationship.
- Have proven verbal communication skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner; can make effective presentations before the County Board; possess strong public relations experience, and have excellent writing skills. Ability to facilitate groups and clarify issues in order to gain consensus within the group.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a highly motivated, visionary, goal-oriented leader with a proven ability to gain cooperation and communicate clear delegation and direction.
- Be proactive, anticipatory and innovative, and can develop and implement creative strategies when dealing with issues, challenges and opportunities involving the County; be someone who can make difficult decisions and stand behind those decisions.
- Have an "open door" management style and believe in and practice participative, collaborative "team management" with the ability to empower others; value the contributions of Human Resources Department employees, interacting with employees and involving them in decision making when appropriate. Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.
- Can attract, develop, motivate, and retain highly qualified professional staff with a focus on diversity and inclusion; be a mentor who encourages the best in employees.
- A technologically savvy manager who embraces the latest tools and trends to create efficiencies and improves the effectiveness of the organization in human resources.
- Proven track record of delegating to staff and fostering an attitude of teamwork and creativity in problem solving, while ultimately being accountable for the quality and effectiveness of overall departmental performance.
- Ability to evaluate performance of staff reporting to the Human Resources Director, with the goal of improving and enhancing productivity and performance and assigning work based on individual employee strengths. Ability to act as a coach and mentor to staff members when appropriate.



COMPENSATION AND BENEFITS

Salary range is \$138,840-\$178,162 +/- depending on qualifications and experience. Lake County offers an excellent, innovative benefits package including health insurance, support for work-life balance, retirement funding options and professional career growth. Click here for more information on [benefits](#). Residency in Lake County is not required.

HOW TO APPLY

All applicants shall submit resume, cover letter, and contact information for five professional references electronically no later than February 26, 2024 to GovHRjobs.com to the attention of Katy Rush and/or Mary Rath, GovHRUSA. Please direct inquiries about the position to krush@govhrusa.com or mrath@govhrusa.com.

