



SENIOR HUMAN RESOURCES GENERALIST

NORTHBROOK, ILLINOIS



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THE POSITION IN BRIEF

Northbrook is seeking an experienced Senior Human Resources Generalist who will be part of a newly created HR team serving an organization of 275+ employees. The Senior Human Resources Generalist is a key member of the department team charged with promoting the core values of customer service, teamwork, integrity, respect, and trust with the goal of providing excellent services and programs within the Village organization. The Senior Human Resources Generalist under the general direction of the Human Resources Director will support the delivery of human resources services in the organization with a focus on recruitment and selection, personnel records management, risk management and workers compensation. The new department will offer centralized support for employees and retirees increasing the value and reliability of the human resources services within the organization. Northbrook is committed to creating a workplace of choice.





THE VILLAGE

Northbrook, Illinois, with a resident population of 35,000 and a daytime population of more than 52,000, is a premier northern suburb of Chicago well known for professional, stable leadership and as an excellent community in which to live, work and play. (<https://www.northbrook.il.us/>). Northbrook's schools are among the best in the nation ([U.S. News Ranking](#)), its award winning parks and recreational facilities offer something for all ages and interests (<https://www.nbparks.org/> and its library is an important and valued community resource (<https://www.northbrook.info/>).

Northbrook is strategically located near numerous transportation resources in the Chicago metropolitan area making it an ideal location for business. Northbrook is home to several corporate headquarters including Crate and Barrel, Bell Flavors & Fragrances and Underwriters Laboratories. Northbrook is known for its regional shopping and dining destinations like Niemen Marcus and Pinstripes, REI outdoor equipment store as well as one of the area's largest Whole Foods.

Northbrook is a family oriented, civic minded community with a small-town atmosphere. Many of its residents grew up in Northbrook and returned to raise their families in the community. In addition, the Village's many units of government (several school districts and a separate park district) have an extremely high level of collaboration and communication enhancing the overall community-oriented atmosphere.

The Village offers a full array of municipal services and operates under a council-manager form of government. There is a long history of political stability and Northbrook prides itself on a progressive, professional staff. The Village Manager is responsible for the appointment and supervision of all department heads.

DEMOGRAPHICS / GENERAL INFORMATION

Population: **35,222**

Daytime Population: **60,000**

County: **Cook**; Township: **Northfield**

Size: **13** square miles

Median Household Income: **\$150,326**

Median Home Price: **\$621,600**

Median Age: **49.7**

Racial Make-up:

White **80%**

Asian **15%**

Hispanic **1.5%**

Black **1.2%**

THE HUMAN RESOURCES DIVISION AND THE MUNICIPAL ORGANIZATION

The Senior Human Resources Generalist will partner with the new Human Resources Director and a soon to be appointed Employee Support Coordinator to help establish a full service Human Resources work group centralizing many traditional human resource functions that will benefit from additional oversight and coordination and articulating and implementing industry best practices. This unique and exciting opportunity is a result of a comprehensive evaluation of human resource functions in the Village organization. In response to the evaluation, the Village created a three person division in the Village Manager's Office that will support prospective employees, current employees and Village retirees. The Senior Human Resources Generalist will be called upon to offer a high level of employee and retiree support as well as support the delivery of human resources services in the organization with a focus on recruitment and selection, personnel records management, risk management and workers compensation.

The Senior Human Resources Generalist will report to the Human Resources Director who serves on the Village's executive leadership team and is part of the Village Manager's Office. The Human Resources division will support the following Village departments: Village Manager's Office, Fire, Police, Public Works, Development & Planning Services, Information Technology and Finance. There are 275 full time employees, 8.5 permanent part-time positions and 8.75 seasonal part-time positions and a total [municipal budget of \\$104 million](#).

The Village has collective bargaining agreements with four labor units representing employees in Fire, Police and Public Works. A positive and productive working relationship with each labor unit is very important to the Village. Contracts can be found at <https://www.northbrook.il.us/849/Village-Finances>.





KEY EXPECTATIONS AND CHALLENGES FOR SENIOR HUMAN RESOURCES GENERALIST

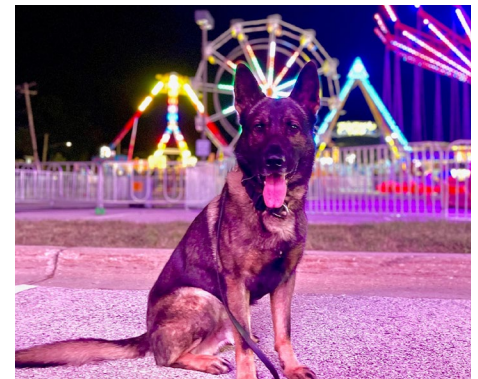
Joining the Human Resources team, the Senior Human Resources Generalist will assist in developing and implementing Human Resource policies, programs and processes in support of the organization. Key aspects of their role will be to coordinate efforts in recruitment/selection, employee complaint investigation/response, employee performance management, pay administration actions/transfers, job description development and career pathing. In conjunction with the HR team members, they will support efforts to develop and implement positive culture building programs, employee appreciation/recognition, member safety, workers compensation/return to work actions and proactive employee communications. The Senior Human Resource Generalist will provide guidance on human resource policy, collective bargaining agreements, Federal, State and local laws and regulations and corrective actions. They will help to create and implement training for department supervisory teams and employee development.



The Senior Human Resources Generalist is responsible for the human resources needs and implementation of best practices to support achievement of both HR and village organization-wide objectives. In carrying out their responsibilities, the Senior Human Resources Generalist will model and promote the core values of customer service, teamwork, integrity, respect, and trust with the goal of providing excellent services and programs to meet the needs of the community. Their responsibilities include but are not limited to the following:

KEY EXPECTATIONS AND CHALLENGES FOR SENIOR HUMAN RESOURCES GENERALIST (continued)

- Administrative Support.** Provides highly responsible administrative support to the Human Resources Director, Village Manager and Village Departments offering counsel and support to managers/supervisors on issues related to village or HR policy application. They will apply their knowledge to resolve employee relations issues including the investigation and resolution of disputes. Assist with the organization's performance management process by coaching, educating, and providing feedback to managers/supervisors. Coordinate employee personnel records to ensure they are timely, accurate and reflect employment status.
- Recruitment, Selection and On-Boarding.** The Senior HR Generalist will coordinate the recruitment, selection and on-boarding efforts for all sworn and non-sworn employees. This will include coordinating pre-employment and post offer screenings. They will provide highly responsible administrative support and coordination of recruitment and selection of sworn positions in accordance with the Rules of the Board of Fire and Police Commissioners.
- Employee Relations.** They will practice strong engagement and customer service with all employees and retirees accepting and supporting a diversity of ideas and thoughts in order to create and develop models for sustaining positive employee relations and positive culture building. They will share responsibility for success and demonstrate honesty, respect and integrity in their efforts to ensure ethical, fair and consistent approaches when addressing employee issues. A key responsibility will be to conduct investigations and analyze organizational health issues in partnership with the Human Resources Director developing plans to address problem areas. Prepare reports and identify trends in employee related issues (i.e. turnover, performance trends or other metrics).
- Regulatory Support.** The Senior Human Resource Generalist will provide guidance on employment related issues such as ADA, FMLA, FLSA, harassment, discrimination, DEI, corrective action and progressive discipline.
- Training and Development.** The Senior Human Resource Generalist will assist with the creation and implementation of effective training and development programs to meet policy requirements, skill proficiency and development needs and support the development and administration of programs, policies, and processes to facilitate employee and organizational development.
- Employee Engagement.** The successful candidate will develop proactive communications, employee relations/recognition and appreciation programs.
- Risk Management.** Will provide Human Resources support to the Village's safety programs, initiatives and processes including return to work and coordination of workers compensation programs. Will coordinate the preparation of reports of on-the-job injury accidents, property damage, and liability claims. Will coordinate as necessary with other departments, insurance providers, consulting physicians and attorneys, to resolve claims. Will maintain personnel records and OSHA records. Will coordinates activities of the Village's Safety Committee as directed.
- Compensation.** They will support the HR Director in maintaining records related to job titles, job descriptions, pay plan and benefits for all Village positions which is in accordance with the adopted budget and collective bargaining agreements.
- Collective Bargaining.** They will support the Human Resources Director as directed with the collective bargaining process, preparing information and research reports, and maintaining appropriate records including minutes; they will help with grievance coordination.



THE IDEAL CANDIDATE

Candidate Must Haves

- Must possess a bachelor's degree in Human Resources Management, Organizational Leadership, Business or Public Administration. Ability to interpret and enforce applicable Federal, State and local policies, rules, laws and regulations.
- Three years of experience in human resources with municipal or public sector experience desired. IPMA, SHRM, SPHR or PHR credentials are highly valued and desirable.
- Highly organized with enthusiasm and energy for working at a fast pace with the ability to prioritize work collaboratively, while ultimately being accountable for the quality, accuracy, and efficiency/effectiveness of work.
- Be technically proficient, able to work independently, appropriately prioritize projects and assignments, provide accurate updates, and make an assessment as to which procedures and practices need to be developed to streamline a dated process/procedure to ensure compliance with all the applicable rules, regulations, and statutes.
- Exhibit a style characterized by candor, directness, tactfulness, and diplomacy, with the ability to admit when mistakes were made, and when corrective action needs to be taken. Be humble enough to say, "I don't know, and I'll find out," and then with due timeliness, report back your findings.
- Strong cultural competency skills and the ability to foster those values throughout the organization. Demonstrates awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual.
- Be a good listener. Project a genuinely friendly, approachable style that encourages collaboration and the development of effective working relationships.
- Professional demeanor, temperament, and a calming presence during times of ongoing change. Ability to exercise judgment and discretion in making decisions under emergency or stressful circumstances. Strong analytical skills and a curiosity about how to improve processes and continue delivering more value to our customers.
- Strong project management skills and a keen ability to drive projects to completion and meet key due dates.
- Knowledge of municipal management and human resources administration in the public sector, applicable laws, public employee benefits, legislative process, and local government customer services as well as public employer collective bargaining. Sound knowledge of federal and state labor and employment laws, particularly those related to units of local government
- Ability to acquire and apply understanding of department and Village-wide operations, policies, and procedures.
- Knowledge of federal, state, and local laws related to human resources policies and procedures, programs, and initiatives including Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA). Monitors organizational compliance of the same.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same.
- Ability to collect, compile, comprehend, information and data, and translate observations into clear, concise reports and communicate such information effectively both orally and in writing.
- Ability to maintain strict confidentiality and protect the privacy of all employee information in accordance with Village policies, procedures, and practices as required by federal and state law.
- Ability to speak clearly and with sufficient volume to address groups and to participate in normal conversation as well as adeptness at interacting with people possessing a wide variety of attitudes and in a wide variety of situations.
- Ability to establish and maintain effective working relationships with Village employees, elected officials, and the public.
- Ability to function at the highest ethical level and have complete personal and professional integrity and trustworthiness, inspiring the confidence of appointed and elected officials, subordinates, and the general public.

COMPENSATION AND RESIDENCY

The starting salary range is \$105,000 - \$115,000 depending on the candidate's qualifications and experience. The Village offers an excellent benefits package including membership in the Illinois Municipal Retirement Fund and optional deferred compensation plans. Residency in Northbrook is not required, however residency in the state of Illinois is required.

HOW TO APPLY

All applicants shall submit resume, cover letter, and contact information for five professional references electronically no later than May 6, 2024 to [GovHRjobs.com](https://www.govhrjobs.com) to the attention of Katy Rush, GovHRUSA. For questions regarding this position, please contact 847-380-3240 x122.

The Village of Northbrook is an Equal Opportunity Employer.

