



JOB POSTING

The City of Country Club Hills is now accepting applications for the following **Part-Time** position vacancy:

HUMAN RESOURCES GENERALIST

Position Summary

- The Part-Time Human Resources Generalist provides professional-level support across multiple HR functions, including recruitment, onboarding, performance management, benefits administration, compliance, and employee engagement initiatives.
- This position reports directly to the Human Resources Director and plays a key role in supporting day-to-day HR operations, ensuring a positive employee experience and maintaining compliance with organizational policies and applicable employment laws.

Essential Duties & Responsibilities

- Coordinate corrective actions and follow-up activities related to identified risks.
- Prepare and provide regular risk status updates and reports to the Human Resources Director.
- Support the development and maintenance of risk tracking tools and logs.
- Assist in monitoring HR-related risks, including compliance, documentation accuracy, and policy adherence.

Risk Management Tracking & Reporting:

- Assist HR leadership in tracking workplace safety incidents, workers' compensation claims, and related follow-up requirements.
- Coordinate with insurance providers or risk management agency to ensure timely reporting and documentation of claims.

- Assist in identifying potential risk exposures within HR processes (onboarding, benefits, records retention, training compliance, etc.).

Recruitment & Onboarding:

- Assist with sourcing, screening, and coordinating interviews with candidates.
- Support the full onboarding process, ensuring new hires receive timely communication, required documentation, and a smooth transition into the organization.

Performance Management:

- Help organize and schedule performance review activities for departments.
- Maintain performance records and provide administrative support for employee development plans and initiatives.

Benefits Administration:

- Assist employees with benefits enrollment and prepare spreadsheets and reports as needed.
Maintain benefits files and ensure records are accurate, confidential, and compliant with applicable regulations.

HR Compliance & Records Management:

- Support compliance with federal, state, and local labor laws, as well as city policies and procedures.
- Maintain thorough, confidential, and organized employee files and HR documentation.

Training & Employee Engagement:

- Coordinate employee training programs and assist with tracking completion of required HR trainings.
- Assist in planning and executing employee recognition events and HR-sponsored activities.

Additional Duties:

- Perform other HR-related tasks and special projects as assigned.

Required Skills & Abilities

- Strong verbal, written, and interpersonal communication skills.
- Excellent organizational skills with the ability to multitask and prioritize effectively.
- Proficiency in Microsoft Office Suite, including Excel spreadsheet creation and management.
- Ability to maintain strict confidentiality and demonstrate sound judgment, integrity, and professionalism.

- Foundational knowledge of HR laws, regulations, and best practices.
- Ability to build and maintain effective working relationships with employees across the organization.

Required Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of two (2) years of experience in an HR generalist or HR support role, or an equivalent combination of education, training, and experience.

Physical Requirements

- Ability to stand, walk, kneel, see, hear, and use hands and fingers to operate office equipment.
- Reasonable accommodations may be provided to enable individuals with disabilities to perform essential job duties.

Work Environment

- Work is performed in a standard office environment.
- Reasonable accommodations may be provided to support individuals with disabilities.

Salary Range: \$23.00/hour

Benefits Offered: Part-time positions are not eligible for benefits.

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you would like to apply for this position, please submit a completed application and resume to resumes@countryclubhills.org or drop off at City Hall, 4200 W. 183rd Street. Employment applications are available online at www.countryclubhills.org under Human Resources. **EOE M/F/D/V/SO**