



Now
Hiring

Human Resources Generalist

Office of the Speaker of the
Illinois House of Representatives

Primary Responsibilities:

- Support the HR Director in a variety of HR strategic and administrative duties
- Coordinate the design and delivery of training programs, including reviewing, tracking, and documenting compliance with mandatory and non-mandatory training
- Create forms and processes to be utilized in the management and tracking of personnel activities
- In collaboration with leadership, research and draft policies on workplace issues
- In collaboration with supervisors, write and update job descriptions
- Manage and support the full cycle recruitment process including outreach and sourcing, applicant tracking, interviewing, selection and reference and criminal background checking
- Support the investigation and resolution of employee complaints
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Provide coaching and counseling support to employees and supervisors
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Other duties as assigned

Qualifications:

- BA/BS required
- At least three years professional experience, including recent experience in Human Resources, Social Services or Government
- Strong problem-solving skills, including being able to identify issues and propose solutions in a timely manner
- Must possess strong interpersonal skills including written and oral communications
- Must be able to gather, interpret and present information in an organized manner
- Strong time management skills and must be organized, accurate, thorough, and able to monitor work for quality
- Strong computer and writing skills
- Shall be able to exhibit a high level of confidentiality

Compensation:

- \$65,000 minimum – compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with others, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.
- This position is not eligible for remote or hybrid work.

The Human Resources Generalist for the Office of the Speaker provides services that support the mission and functions of the Human Resources Unit, including full-cycle recruitment processes, strategic training design and implementation, policy analysis and development, data collection and analysis, and internal and external organizational relationship development.

Qualified applicants should submit cover letter, CV, and contact information for three professional references to:

Pamela Lassiter
HR Director/EEO Officer
Illinois House of Representatives
Office of the Speaker
Room 419, Stratton Building
Springfield, IL 62706
humanresources@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.