NOW HIRING

Deputy Chief of Staff

Illinois House of Representatives, Office of the Speaker

The Deputy Chief of Staff for the Office of the Speaker has accountability for the Human Resources, IT, and Fiscal Units within the Office. The incumbent performs a variety of strategic and complex duties that support the mission, vision, and values of the Office. The role provides leadership for the (1) Human Resources Unit, including talent management, training design and implementation, policy interpretation, and employee relations; (2) Fiscal Unit, including timely payroll processing and new hire onboarding, personnel records management, voucher processing and audit management; and (3) IT Unit, specifically, system infrastructure and security, user support, and equipment management.

The essential functions of this position include:

- Provide subject matter expertise, insight, and best practices research and advice to the Speaker and Chief of Staff on issues within work portfolio;
- Provide human resources support by managing staff issues within the guidelines of the Office's Personnel Rules and Regulations and federal and state regulations;
- Monitor federal and state regulations and recommendation changes to ensure compliance;
- Manage investigations of personnel issues, complaints and conflicts;
- Participating in the hiring of personnel and providing advice and recommendations to supervisors on matters of hiring, compensation, discipline, and termination;
- Practice an open-door policy to encourage employees to discuss complaints, grievances, and provide feedback related to the operation of the offices;
- Facilitate employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale;
- Identifying best practices and processes to streamline and improve the delivery of Fiscal and IT services;
- Employ the use of new technology and software to make the workplace more productive, for example, the use of web-based tools; and
- Other duties as assigned.

Demonstrated Competencies:

- HR Expertise at the senior/executive level;
- Relationship management with all types of partners - staff, Members, outside agencies, vendors;
- Business acumen and knowledge of political process across state government;
- Critical evaluation and understanding of audits and complaints;
- Ability to understand a budget, allocation of funds, comprehend an internal control structure, identify between errors, irregularities and illegal acts and take appropriate action;
- Cultural effectiveness/awareness;
- Leadership and navigation - ability to institute problem-solving techniques in diverse and sometimes emotional situations;
- Consultation skills - ability to develop, coordinate, and implement programmatic changes;
- Communication across levels with good interpersonal skills, solid writing skills and the ability to clearly articulate through the written document;
- Excellent organization skills;
- Ethical practices and considerations - ability to ascertain compliance with laws, ordinances and regulations;
- Ability to demonstrate good administrative and supervisory skills; and
- Ability to manage multiple projects effectively as well as ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Responsibilities:

- HR Operations - ER, Policies/Procedures, Employee Engagement and Wellness, HR Events, Vendor Management, Performance Management, Onboarding, Salary Analysis
- Inclusive Practices - Employee Engagement, DEI Strategy
- Resource Allocation
- Special Work Projects including confidential reports and managerial studies;
- Fiscal Office Operations including compliance with Comptroller best practices regarding payroll and payments; and
- IT operations - user support; creation and compliance with security standards.

Compensation & Benefits:

- $150,000 minimum salary;
- 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; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois, or in the Bilandic Building in Chicago, Illinois, both of which are open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police. Security for the Bilandic Building is provided by the Illinois State Police.
- The working environment 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 staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Must be available to work hours that support Session work. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
jobs@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.

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or other related field, is preferred. MPA/MBA or JD is preferred.
- Minimum of 3-5 years' Human Resource Management experience is preferred; minimum of 3 years of executive, administration, legislative or legal experience; previous experience in a government setting preferred;
- Knowledge of and familiarity with employment laws and regulations;
- Understanding of state government budgeting, accounting, payroll and payment processes;
- Understanding of IT infrastructure and security, responsiveness to user needs;
- Strong written and verbal communication skills;
- Strong computer skills; and
- Good interpersonal skills; must be able to demonstrate tact and diplomacy in dealing with employee issues in a wide range of diverse situations.