

**Director of Human Resources
Illinois House of Representatives**

The Illinois House of Representatives is seeking an experienced Human Resources professional to fill a new position overseeing Human Resources functions within the Office of the Speaker and Office of the Clerk. The position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Providing human resources support by managing personnel issues within the guidelines of personnel policies and federal and state regulations;
- Managing investigations of personnel issues, complaints, and conflicts;
- Managing workers' compensation and unemployment compensation claims;
- Providing management training and support to supervisors regarding employee relations;
- Developing and implementing new employee orientation processes and employee trainings;
- Participating in the hiring of personnel and providing advice and recommendations to supervisors on matters of hiring, compensation, discipline, and termination;
- Conducting performance reviews of employees and supervisors;
- Monitoring federal and state regulations and recommending changes to ensure compliance;
- Practicing an open-door policy to encourage employees to discuss complaints/grievances and provide feedback related to the operation of the offices;
- Facilitating employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale; and
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or other related field, is required. MPA or MBA preferred;
- SHRM-SCP or SPHR certification preferred.
- Minimum of 10 years' Human Resource Management experience is required; previous experience in a government setting preferred;
- Knowledge of and familiarity with employment laws and regulations;
- Strong written and verbal communication skills; and
- Strong computer skills.

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

Jessica Basham
Chief of Staff
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