

**Human Resources Generalist  
Office of the Speaker  
Illinois House of Representatives**

The Illinois House of Representatives is seeking a professional to fill a new position in the Human Resources Unit supporting recruitment and outreach, on-boarding of new employees, employee relations case management, and training administration and delivery within the Office of the Speaker. The position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Support the HR Director in a variety of HR strategic and administrative duties
- Support the investigation and resolution of employee complaints
- Provide coaching and counseling support to employees and supervisors
- Assist in the design and delivery of training programs
- In collaboration with supervisors, write and update job descriptions
- In collaboration with Leadership, research and draft policies on workplace issues
- Create forms to be utilized in the tracking of personnel activities
- Critical role in the full cycle recruitment process including outreach and sourcing, applicant tracking, interviewing, selection and reference and criminal background checking
- 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 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.

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

Pamela Lassiter  
EEO Officer  
Illinois House of Representatives  
Office of the Speaker  
Room 305, Statehouse  
Springfield, IL 62706  
[plassiter@hds.ilga.gov](mailto:plassiter@hds.ilga.gov)

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.