

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

The Illinois House of Representatives is seeking a professional to fill a position in the Human Resources Unit supporting recruitment and outreach, on-boarding of new employees, data collection and analysis, 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
- 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
- Perform analysis and create reports 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
- Lead role in events management
- 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.

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

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