

Illinois Senate

Office of the Secretary of the Senate

Human Resources Specialist

The Secretary of the Senate's Office seeks a motivated, detail-oriented individual to serve as a Human Resources Specialist to assist the Director of Human Resources with various human resources and payroll responsibilities.

JOB DUTIES WOULD INCLUDE ASSISTING THE DIRECTOR OF HUMAN RESOURCES WITH:

- Payroll processing and check distribution
- Onboarding and offboarding employees and various human resources transactions using DocuSign
- Implementation of Deferred Compensation and other tax-related program changes
- Coordination of group insurance enrollment and benefit choice periods
- Administration of Replicon and TES timekeeping systems
- Processing of Workers' Compensation claims
- Maintenance of Microsoft Access database
- Maintenance of personnel file management system
- Processing of transactions within the SAP Success Factors human resource management system
- Processing of unemployment claims
- General Assembly accounting system entry
- District Office budget projections
- Retirement fund transfers
- Collection and organization of biannual agency audit information
- Collection and organization of Freedom of Information Act requests

MINIMUM SKILLS REQUIRED

- Basic Word and Excel experience (Microsoft Access, SharePoint, and advanced Excel experience a plus)
- Basic accounting and budget knowledge
- Absolute confidentiality
- Ability to learn quickly with direct instruction
- Ability to stay focused and organized
- Ability to communicate effectively both verbally and in written correspondence
- Attention to detail and accuracy
- Ability to work additional hours during the legislative session

Salary Range:

- Minimum \$50,000; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance detailed at <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>
- Participation in the State Employees Retirement System
- Optional participation in health savings account and Deferred Compensation programs
- Competitive vacation, sick, and personal time

Qualified Applicants should submit a resume to:

Missy Jennings
Director of Human Resources
058-C Capitol Building
Springfield, Illinois 62706
senatehr@ilga.gov