



GPCA POSITION DESCRIPTION

Title: Human Resource Specialist

Department: Administration

Reports to: Director of Finance & Administration

Start Date: May 2024

Background:

The Garfield Park Conservatory Alliance (the Alliance) was formed in 1995 and incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 25+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 325,000 visitors in 2023.

Position Summary:

The Human Resource Specialist will oversee the daily functions of activities related to staff of the Alliance, including interviewing candidates for hire, on-boarding new hires, off-boarding departing staff, administering benefits, uplifting the organization's culture, and enforcing policies and practices.

Duties/Responsibilities:

HR Administration:

- Assist in the recruitment, interview, and hiring of applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and on-boarding.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training and continuing education. This may include safety training, anti-harassment training, and professional licensure.
- Implements annual employee assessment process (manages timeline and correspondence with managers, trains new managers on assessment best practices, evaluates assessment tools and makes necessary adjustments).
- Implements bi-annual staff survey and makes recommendations to CEO based on findings.
- Implements employee recognition programs and social events, uplifts organizational culture of collaboration.
- Facilitates exit interviews and off-boarding process to include responses to unemployment claims, participation in unemployment hearings, managing termination meetings, etc.
- Participates in employee disciplinary meetings, terminations, and investigations.
- Provides administrative support to the payroll team to include inputting employee data into the ADP system and maintaining data.

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.

Benefits Administration:

- The HR Specialist will administer benefit programs through working with carriers, finance, and the CEO, to respond to benefits-related questions, conduct open enrollment, benefits records retention, and processing.
- Ensures leaves are processed accurately and timely in the ADP system.
- Monitors benefit administration within ADP system to troubleshoot any issues and make updates when needed. May also assist the Finance Director with required benefits testing.

Compliance with labor laws and regulations:

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Ensure HR information posters are updated annually and properly posted.
- Maintains confidentiality of all personnel and HR matters.
- Coordinates and advises on general human resources policies, processes/procedures and provides guidance to employees and management.
- Performs other duties as assigned.

Required Skills/Abilities:

- Uphold GPCA Values and GPCA policy and procedures.
- Communicate positively and clearly with your supervisor and coworkers.
- Meet established timelines and deadlines.
- Maintain satisfactory attendance at meetings.
- Complete duties assigned by supervisor or designee.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Customer-focused attitude with high level of professionalism and discretion.
- Sound judgement and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in related field or associate degree with combined experience.
- 2+ years of demonstrative human resources experience.
- Proficiency with or the ability to quickly learn the organization's systems, including ADP.
- PHR and/or SHRM-CP certification preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Schedule:

- General office hours are Monday – Friday from 9am – to 5pm.
- The location for this position is on-site at the Garfield Park Conservatory.

Compensation & Benefits:

This is an exempt FTE position for 40 hours per week. Compensation is budgeted for \$46,000 - \$49,000 commensurate with years of experience and qualifications certifications. Benefits include medical, dental and vision insurance, and company-paid short-term and long-term disability. We provide a generous amount of paid time off: 2 weeks (10 days) vacation + 6 personal days and 11 paid holidays for a total of 27 days.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.

To apply: Submit resume and cover note by May 5, 2024, to Jennifer Van Valkenburg at jvanvalkenburg@garfieldpark.org. No phone calls please.