

Human Resource Specialist

Monroe County, Illinois seeks an experienced full-time Human Resource Specialist to carry out a variety of HR and administrative functions. The position requires a discreet, hard-working, responsible, and detail-oriented person with excellent communication skills and a great work ethic. This position reports to the Monroe County Board. Key responsibilities include:

- Conduct recruitment and employee onboarding
- Manage health and welfare plan documentation, including enrollments, changes and terminations
- Respond to internal and external HR related inquiries
- Provide support to employees in various topics such as leave, compensation, time reporting, etc.
- Maintain records of personnel-related data
- Prepare reports by collecting, analyzing and summarizing data and trends
- Assist in development and implementation of human resource policies
- Promote HR programs to create an efficient and conflict-free workplace
- Perform related administrative duties as required by management to meet the needs of the County

Requirements

The ideal candidate should have a bachelor's degree or equivalent and possess a minimum of four years of human resource work experience in a business environment, as well as expertise in a variety of computer software programs and good working knowledge of employment/labor laws. HR Certification is preferred. Employee Applications are available at www.monroecountyil.gov/employment

Submit application and resumes with salary requirements to:

Monroe County Commissioners

100 S. Main St.

Waterloo, IL 62298

An Equal Opportunity Employer