

CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION PERSONNEL DIRECTOR

JOB SUMMARY

This position manages all human resource procedures including managing health and life insurance programs; recruiting, supporting, and evolving employees through the City's guidelines and processes; maintaining employee records; handling workers compensation processes and processing FMLA claims. This role requires excellent communication skills both verbal and written. Responsibilities include screening applicants and onboarding new hires, benefit enrollment and changes, paid time off management, working hand in hand with the leadership team to manage personnel needs and candidate flow, creating and maintaining all personnel files, maintaining relationships with benefit providers, maintaining employee handbook, updating, posting and distributing information on safety and health compliance, managing general employee relations questions and inquiries, coordinating the performance review process, managing promotion/salary adjustment processes, implementation of policies, and having an in-depth knowledge of labor regulations and knowledge of union agreements.

APPLICANT QUALIFICATIONS

- Advanced level of proficiency in Microsoft Office
- Excellent time management skills, superior organization skills
- Self-motivated, resourceful, detail-orientated and energetic
- Possess outstanding writing, editing and proofreading skills
- Excellent communication and interpersonal skills
- The ability to prioritize and handle multiple projects is essential
- Bachelor's degree required; experience in Human Resources preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.