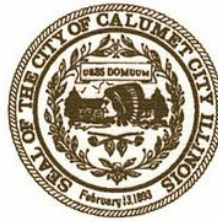


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION PERSONNEL SPECIALIST

JOB SUMMARY

This position handles all human resource procedures including managing health and life insurance programs; recruiting, supporting, and evolving employees; 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 with the Personnel Director 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; handling promotion/salary adjustment processes; distributing policies and having a working knowledge of labor regulations and union agreements.

APPLICANT QUALIFICATIONS

- Proficient in all Microsoft Office programs
- Excellent time management skills, superior organization skills
- 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.