

# Employment Opportunity –Human Resources Generalist

Kendall County is seeking an organized and team-oriented Human Resources (HR) Generalist to join its growing Human Resources Department! Reporting directly to the Human Resources Director, the Human Resources Generalist will have a unique opportunity to assist in the development and implementation of new human resources (HR) initiatives that best support Kendall County and its growing workforce.

## Essential Functions:

A successful candidate for this position must be able to multi-task in a fast-paced work environment and provide high-quality support for all areas of Kendall County's HR operations. Essential job duties include, but are not limited to all duties included in the job description.

## Minimum Qualifications:

- A minimum of an Associate's Degree and at least two (2) years of Human Resources experience is required. (Preferred areas of study/experience are public administration, risk management/compliance, and/or human resources.)
- Prior payroll experience is preferred.
- Prior experience with Tyler Munis ERP or other HRIS software is preferred.
- SHRM or other human resources certifications preferred.
- Must be proficient in use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
- Valid and current driver's license is required.

## Work Schedule:

- Full-time position.
- Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (occasionally may be requested to attend County Board committee meeting outside of regular office hours).
- This position's office location is on-site at the Kendall County Office Building in Yorkville, Illinois.

## Benefits:

- Base salary range: \$55,000.00 - \$58,000.00 per year / DOQ.
- Approximately 13 paid holidays per year (the holidays are approved each year by the Kendall County Board).
- Paid vacation time – accrued each month, available for use immediately, and increases incrementally with years of service.
- 12 paid personal/sick days per year.
- Group health insurance (For 2024 plan year, Blue Cross/Blue Shield HMO & PPO options available for employees and family members).
- Dental insurance – available for employee and family members.

- Vision insurance – available for employee and family members.
- Illinois Municipal Retirement Fund (IMRF) Pension Plan.
- Employer sponsored life insurance – employee only coverage.
- Employee sponsored life insurance – available for employee and family members.
- AFLAC benefit options.
- Employee Assistance Program.
- This position qualifies for the federal Public Service Loan Forgiveness Program.

### **How to Apply:**

Interested candidates can complete the Kendall County Employment Application, which includes attaching a resume and cover letter at the link below:

<https://selfservice.co.kendall.il.us/ess/employmentopportunities/default.aspx>

Kendall County is an Equal Opportunity Employer. Consistent with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), it is the policy of Kendall County to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Kendall County Human Resources Department at the address above.