

Chicago Municipal Employees Credit Union

Contact Information

Contact: If you are interested in this employment opportunity, please e-mail your resume to careers@cmecuonline.org, fax to 312-236-0962 or mail to, Chicago Municipal Employees Credit Union, 33 N. LaSalle, Ste. 300, Chicago, IL 60602.

We are seeking a Human Resource Generalist for our downtown Chicago Headquarters. This position is responsible for a variety of HR functions, including but not limited to benefit administration, recruitment, selection, performance management, employee development and relations. Our Credit Union is growing and committed to employee growth and customer satisfaction.

This position will also require administration of operational programs and policies in the organization as follows:

Title: **Human Resources Generalist**

Reports To: Co-CEO/CFO

Department: Human Resources

Supervises: None

FLSA: Exempt

Job Summary: The Human Resources Generalist originates and leads Human Resource Practices and will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and on-going development of superior workforce. Manage the day-to-day human resource functions including recruitment and employment, employee relations, job evaluation, compensation management, benefits administration, organization development and training. Develops and implements of human resources policies and procedures and their dissemination through employee handbook, communications, and/or meetings.

Essential Duties and Responsibilities:

Strategic Plan and Development

- ❖ Develops, implements and executive strategies, processes and best practices which contribute to the growth and credit union team by understanding the business.
- ❖ Ensures the consistent and continuous improvement of human resource deliveries and provide change management leadership.
- ❖ Develop competency models to be used throughout the organization (e.g. for selection, assessment, training and development and succession planning).
- ❖ Recommends new approaches, policies and procedures to effect continual improvements in efficiency of human resource department and services performed

Recruitment and Selection

- ❖ Review job openings(s) and job description with Managers
- ❖ Coordinate recruiting and on-boarding process including job postings, screening applications, interviewing, background checks, reference checks and communicate offers of employment
- ❖ Analyze system reporting (i.e. turnover, headcount, recruiting efficiency, etc),

Health, Wellness and Benefits Administration

- ❖ Manage health and wellness program design and execution
- ❖ Develop initiatives and ensure participation in the company programs; exercise, nutrition, smoking cessation, surveys, assessments, etc.
- ❖ Work with Plan Brokers on Benefit Plan Design; create plan options to incent healthy choices
- ❖ Administration and Compliance of 401k plan
- ❖ Maintain and monitor HRIS system
- ❖ Ensures accurate and timely processing of all benefits enrollment and changes; Coordinates requests for paid and unpaid leaves of absence and short-term/long-term disability

Employee Relations:

- ❖ Assist in the development and implantation of human resources policies and procedures and their dissemination through employee handbooks, communications, and or meetings.
- ❖ Facilitates communication among employees and management; guides managers and employees on problem solving and dispute resolution.
- ❖ Assists in the development and implementation of department goals, objectives, strategies
- ❖ Conduct exit interviews

Training & Development

- ❖ Assist in establishing and developing corporate training objectives and priorities
- ❖ Create and facilitate in-house training workshops.

Performance Management and Organization Structure

- ❖ Manage the Mid-year and Year-end performance review process and revise as necessary.
- ❖ Implement and annually update analyze compensation program, rewrite job descriptions as necessary, conduct and review annual salary surveys, and develop departmental budget.
- ❖ Work with managers on implementing employee development plans
- ❖ Maintain knowledge of federal and state laws pertaining to employment, particularly those which affect the hiring and placement process

Administrative Functions

- ❖ Plan, coordinate and execute company planned events; quarterly update meetings, summer and holiday employee parties, strategic planning meetings
- ❖ Maintenance of employee personnel files
- ❖ General Office Administration duties as assigned to accomplish the goals and objectives of the Human Resources Department and the Credit Union.

Qualifications: Bachelor's degree with concentration in Human Resources required. Strong Human Resource Generalist background, specifically with benefits, recruiting and employee relations. 5+ years experience in Human Resources function required. Excellent leadership skills to create excitement within the organization and ability to coach and counsel employees, ability work independently and in a team environment. Solid verbal and written communication skills to communicate/interact with all levels of the organization. Strong time management and multi-tasking skills. Demonstrated proficiency in Word, Excel, PowerPoint, Outlook and Publisher. Experience with HRIS software, ADP processing. PHR or SPHR certification preferred

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, or controls. The employee frequently is required to talk or hear. Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

The noise level in the work environment is usually moderate.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.
