The Illinois Education Association-NEA is seeking qualified candidates to fill the above-named position on the IEA-NEA administrative staff.

**DEADLINE FOR INTERNAL APPLICATIONS:** August 23, 2021

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following link [Internal Apply Here](#) and [External Apply Here](#).

**INTERVIEWS:** Candidates who appear to meet the qualifications will be invited to interview.

**STAFF AUTHORITY AND RELATIONSHPES:** Directly responsible to the Director of Human Resources & Labor Relations, and Executive Director.

**POSITION DESCRIPTION:** Serves as specialist for human resources administrative functions; makes recommendations for procedures and management of the Human Resources Department.

**RESPONSIBILITIES:**

1. Handles and/or assists in handling confidential matters; screens telephone calls and visitors; handles correspondence, filing, messages, calendar, and other secretarial duties; maintains confidential personnel files.
2. Performs all clerical functions of the office as directed.
3. Processes new employees; onboarding, orientation, employment forms, I-9 record keeping.
4. Processes employee separations; final benefits, final pay.
5. Administrator for staff evaluation process; monitors evaluation dates; sets up evaluation documents; assists designated AA with process; responsible for follow up on final report.
7. Assists with administering staff retirement plans, loan processing, notifications, beneficiaries; maintains 401(k) maintenance files; sends annual reports to 401(k) participants.
8. Assists in the administration and maintenance of the HR information systems.
9. Administrator for all leave programs, sick leave banks; monitors leave accruals; responsible for year-end reports.
10. Monitors and resolves unemployment insurance claims; processes IDES occupational employment reports.
11. Provides HR information for fiscal year and annual audits.
RESPONSIBILITIES: (Continued)
12. Completes verification of employments.
14. Verifies changes made to payroll.
15. Processes and tracks UniServ Readiness Pool applicants; calculates professional staff salary placement per the IEA/IEASO Agreement.
16. Tracks and monitors Outside Service Credit applications and purchases for all new Professional staff hires.
17. Administers poster compliance for all IEA offices.
18. Shares oversight of student worker.
19. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
20. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.
21. Acquires an understanding of the structure, operation and function of the IEA-NEA.
22. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
23. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
24. Performs other appropriate duties as directed by management staff.

QUALIFICATIONS:
− Human Resources/business-related Bachelor’s degree preferred.
− Five (5) years’ experience in HR preferred with preference given to those with PHR and/or SHRM-CP certification.
− Demonstrated proficiency with HR applications to include experience with human resources information systems (HRIS) software.
− Knowledge of HR-related laws, precedents, government regulations, and executive orders.
− Knowledge of basic economic and accounting principles and practices.
− Excellent planning, follow-up, and organizational skills.
− Ability to quickly learn relevant systems, processes, and procedures and be able to quickly assimilate information and formulate solutions.
− Demonstrated proficiency with Microsoft Office Suite, office machines, computer equipment and software provided by IEA-NEA.
− A high degree of communication and interpersonal skills and the capacity to interact effectively on an interpersonal basis with members, IEA-NEA leadership and staff.
− Valid driver’s license required.

FRINGE BENEFITS: In accordance with the IEA-NEA/IEASO Associate Staff Contract.

AN EQUAL OPPORTUNITY EMPLOYER