



Chicago Metropolitan Agency for Planning

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Finance and Administration Human Resources Director (HRD220) February 25, 2020

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a Director of Human Resources to serve as the “go to person” for all employee related issues and be responsible for managing job design, recruitment, employee relations, performance management, training and development and talent management. This position will be crucial in ensuring CMAP have a happy and productive workplace where everyone lives our core values and is able to achieve extraordinary results.

CMAP is our region’s official comprehensive planning organization. The agency and its partners are now implementing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. These strategies are emphasized through three overarching principles: Inclusive Growth, Resilience and Prioritized Investment. The agency’s core values that drive our work product as well as the work environment are to *serve with passion; pursue equity; foster collaboration; lead with excellence and drive innovation.*

The successful candidate for this position core responsibilities will include:

- Manage a team of staff who plan, organize, and lead the activities and actions of the HR department (General HR, Payroll, Benefits, Career Training and Skill Development).
- Activate a new performance management and development approach that enables the organization to measure team and individual performance against stated goals, and is able to grow and scale with the organization.
- Lead development of effective employee engagement initiatives and engagement surveys.
- Implement and revise the organization’s compensation program to ensure agency competitiveness.
- Maintains company organization charts, employee directory, job descriptions, agency salary budget and position management.
- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.

- Lead the agency's training and employee development initiatives, leadership coaching, related team-building trainings to communicate a consistent, core-value based message through the agency.
- Create a strengths-based approach to organizational growth that will develop managers to be skilled in building and leading high performing teams.
- Create and standardize an onboarding and integration program for all new employees.
- Manage and propose innovative new agency recruitment efforts and selection process
- Conduct employee orientations and employee relations counseling.
- Oversee the completion of payroll administration and reporting (Payroll, W2s, 1094 and 1095s) and management of the agency's Human Resource Information System (HRIS).
- Report to management and provide decision support through HR metrics.
- Maintain affirmative action programs, and federal and state reporting requirements.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.

The successful candidate for this position should also be strategically focused on:

- Developing organization strategies by identifying opportunities for continuous improvement and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implementing human resources strategies by establishing accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and employee relations.
- Managing human resources personnel by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Accomplishing special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Supporting management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organizational values.

- Complying with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updating job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Education and Experience

A Bachelor's degree in human resources, business administration, or related field. Seven plus years of management experience in Human Resources is required. A Master's degree and/or SHRM certification preferred. Experience should include:

- Proven working experience as HR manager or other HR executive
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices

See www.cmap.illinois.gov for more information. Details regarding benefits are at www.cmap.illinois.gov/about/careers#benefits. The salary range available for this position is \$119,000 - \$147,528.

How to Apply

Qualified candidates should apply online at <https://cmap.hyrell.com>. Position will close on March 25, 2020.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.
Metropolitan Agency for Planning does not sponsor H1B visas.*