



# Chicago Metropolitan Agency for Planning

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## **Human Resources Generalist (HRG420)**

**April 26, 2020**

The Chicago Metropolitan Agency for Planning (CMA) is hiring a Human Resources Generalist. CMA is our region's official comprehensive planning organization. The agency and its partners are implementing ON TO 2050, a new long-range 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. To learn more about us visit [www.cmap.illinois.gov](http://www.cmap.illinois.gov) and details regarding benefits are at [www.cmap.illinois.gov/about/careers#benefits](http://www.cmap.illinois.gov/about/careers#benefits).

### **Position Purpose**

The CMA Human Resources Department provides full Human Resources support to the Agency and its employees. The Generalist will work in all areas of Human Resources performing the full range of Human Resources activities, including talent acquisition, onboarding and integration, benefits, communications, compensation, diversity & inclusion, employee relations, HCM, performance management, policies & procedures, legal compliance, training, and be the point of contact for employee questions. The salary range available for this Associate level position is \$60,137.36 – \$76,037.77.

### **Knowledge, Skills and Abilities**

A Bachelor's degree in business or relevant major from an accredited institution with an emphasis in Human Resources required; PHR or SHRM Certification preferred. A minimum of 3-5 years' progressive experience in Human Resources is required, to include talent acquisition, onboarding, AAP, EEO, benefits, compensation, and employee relations. Also required is in-depth working knowledge of relevant local, state, and federal regulations for HR compliance; experience with administration of benefit, compensation, paid time and leave of absence programs; and familiarity with best practices in talent acquisition, onboarding, communications, diversity & inclusion, employee relations, retention, training. Successful candidates will possess demonstrated professional interpersonal skills, including verbal and written communications, the ability to interact effectively and establish working relationships with people at all organizational levels, coaching skills, and the organizational skills needed to effectively manage time, prioritize, and handle multiple priorities/deadlines; proficiency in Microsoft Office Suite and HCM, including reporting.

### **How to Apply**

Qualified candidates should apply online at <https://cmap.hyrell.com>. Position will stay open until filled.

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