

Peoria Housing Authority

Moving Families Forward

JOB POSTING

DATE:	July 16, 2019
JOB TITLE:	Director of Human Resources
REPORTS TO:	Chief Executive Officer
SALARY:	Negotiable
FLSA STATUS:	Exempt
DEADLINE:	July 26, 2019 or until filled

JOB SUMMARY:

Directs the employment process and personnel programs of the Peoria Housing Authority; plans, organizes, and supervises the recruitment and screening of applicants for employment, maintains personnel records and administers the benefit programs for the Agency. Monitors the daily activities of the Human Resources Department.

MAJOR JOB RESPONSIBILITIES:

- Plans, organizes, and directs the recruitment and screening of all applicants; maintains personnel records, and posts information for applicants and current employees of position opportunities; informs all interested parties of the recognized procedures.
- Initiates all discipline and termination actions in accordance with PHA policy and procedures and, if applicable, in accordance with Union/Labor contracts.
- Administers the employee benefit plans such as the retirement plan, health plan, dental plan and life insurance plan, as well as the EAP program.
- Develops and implements employment personnel policies and programs, designs examinations and evaluations, provides assistance to the legal department and makes sure grievance procedures and policies for hearings are conducted in a timely manner; prepares employment hearing cases and worker's compensation claims.
- Conducts programs to monitor absenteeism, tardiness, worker's compensation, and litigation. Monitors evaluations for all personnel. Implement Board approved personnel policies and procedures, and schedules and facilitates training for the Peoria Housing Authority.
- Monitors the enforcement of Drug Free Work Place, conducts outreach activities, and administers a system to provide incentives for outstanding performance.
- This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Submit resume by Friday July 26, 2019, 5pm to:

Name: Melissa Huffstedtler Acting Human Resources Director
Address: PHA Administration Building, 100 S. Richard Pryor Place, Peoria, IL 61605
Email address: melissah@sha1.org

***Resumes will be accepted until the vacancy is filled.
Equal Opportunity Employer***