

Job Description

PERSONNEL MANAGER

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Oversees the maintenance of confidential personnel records on all employees and ensures notices of employment requirements are sent to employees & supervisors, as needed. Maintains confidentiality of family and program records and information.
2. Enters personnel information on the ChildPlus data system and generates reports, as needed.
3. Ensures that personnel information necessary to comply with Department of Children and Family Services at licensed sites is forwarded to the appropriate center supervisory staff.
4. Prepares monthly reports for Supervisors, in order to maintain up-to-date employee records.
5. Prepares monthly reports to meet DCFS and Illinois Department of Employment Security requirements.
6. Maintains standard employee recruiting and placement practices and procedures. Reviews any variances to standard practices and reports them to the Executive Director.
7. Provides for agency hiring, including but not limited to, the review of resumes, scheduling of interviews, conducting job simulations (per Coordinators' direction), and obtaining references. Ensures required background checks are completed on prospective employees. Recommends to the Executive Director and Policy Council, in coordination with hiring supervisor, personnel actions (hiring, termination, promotion, etc.) of direct service staff.
8. Works collaboratively with all other management staff to establish and maintain uniform personnel practices.
9. Coordinates training agendas for newly hired staff. Provides agency orientation and administrative training for all newly-hired employees.
10. Supports the agency's mission and philosophy. Ensures the health and safety of children and staff during all program activities.

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11. Maintains the agency's website, updating information as needed.
12. Provides fiscal back-up for the agency in the absence of the fiscal officer, utilizing the MIP software system to complete payroll and accounts payable, as needed.
13. Completes monthly check reconciliation.
14. Selects and coordinates, with the Executive Director and other management staff, the use of human resource consultants, insurance brokers and carriers, pension administration, training specialists, and other outside resources.
15. Maintains Parent Employment Opportunities Surveys and uses the information from the surveys when recruiting prospective employees.
16. Prepares and maintains reports necessary to carry out the functions of the department, and as requested by Executive Director.
17. Serves as team leader for the agency's annual self assessment process.

Nothing herein shall be construed as limiting the authority of the Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires education equivalent to completion of the 12th grade and a minimum of two years education and/or experience in accounting or bookkeeping or business management.

Requires basic knowledge of computer/software applications and have the ability to be trained in specific computer systems and software used by the agency.

Requires ability and willingness to follow and comply with written and verbal directions, assignments, and instructions from appropriate supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with staff, the agency, and the public effectively.

Requires effective interpersonal and oral communication skills, the ability to use abstract reasoning, problem solving, planning, and analytical skills in policy development

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

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Requires the ability to lift, push, pull and carry program materials and supplies in and out of offices, up to 30 lbs., or assess the lift load in order to ask for necessary assistance.

Requires the physical ability to sit for long periods of time at a desk.

Requires knowledge of agency policy, practices, and procedures.

Requires knowledge and experience with automated word processing systems and equipment such as a calculator, copier, fax machine, and telephone.

Requires a thorough knowledge of business English, spelling, and punctuation.

Requires the ability to drive to local businesses for materials and supplies. Requires a valid Illinois driver's license, reliable transportation, and proof of agency requirements for automobile insurance.

Requires the ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

REPORTS TO:	Executive Director
EMPLOYED:	40 hours per week, 52 weeks per year
SALARY:	_____
OVERTIME STATUS:	Exempt