



ReconnectWithNature.org

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POSITION ANNOUNCEMENT HUMAN RESOURCES GENERALIST

The Forest Preserve District of Will County is accepting resumes for a full-time Human Resources Generalist at Sugar Creek Administration Center in Joliet, Illinois. The Human Resources Generalist performs day-to-day Human Resources activities by providing a broad range of support services to ensure employees, processes, programs, and policies are aligned and optimized to achieve the Forest Preserve's goals. The Human Resources Generalist has responsibilities in the following functional areas: employee relations, data analysis, employee onboarding, benefits, compliance, payroll, and performance management.

See the attached Job Description outlining duties, skills, abilities, training, experience, and working conditions.

Resumes will be accepted until June 19, 2026

Application Procedure: Send a cover letter describing interest and a resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5669 (desk)
815-722-3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

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13. Collect information from supervisors regarding employee hours worked to run the payroll and all related reports. For example, vacation, sick, and comp reports.
14. Coordinate employment process for hiring, including but not limited to preparing announcements of vacancies, posting announcements, processing resumes, and setting up interviews.
15. Create, maintain, and update confidential personnel files, ensuring accuracy and completeness.
16. Assist with planning and scheduling District-wide training opportunities for employees.
17. Participate in employee committees as assigned.
18. Coordinate and schedule random drug screening for staff with CDL's, physical, drug, and criminal history background, and Driver's License abstracts.
19. Input employee position and salary changes into software system.
20. Coordinate benefit changes, including preparing informational packets and answering questions.
21. Prepare bi-weekly, monthly, quarterly, and annual reports as requested.
22. Contribute to a team effort but accomplish related tasks as necessary.
23. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective interpersonal skills
- Effective communication skills, both oral and written
- Demonstrated ability to work effectively in a team environment.
- Ability to exercise effective judgement, sensitivity, and creativity in changing needs and situations.
- Must be self-directed and able to work independently as well as in a team.
- Customer-focused attitude with a high level of professionalism and discretion
- Proficiency in Microsoft Office.
- Ability to model and promote teamwork, positive working relationships, and the Forest Preserve's core values that include quality, customer service, cooperation, leadership, employee wellness and environmental awareness.

TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources Management, Business, or related field. Relevant experience may be considered equivalent.
- 0-3 years' experience in Human Resources

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, talk and hear.
- Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- The noise level in this job is usually moderate.
- The job requires the ability to work at a sedentary level (10 pounds or less).
- This position includes the option of a maximum of 16 hours of remote work per week, after 6 months per the District's remote work policy, subject to the supervisor's approval

SAFETY AND RISK MANAGEMENT

- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material handling equipment or staff assistance when lifting and or moving objects 10 pounds or heavier.
- Reports any work-related or patron injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.

PAY RANGE, ANNUAL SALARY, AND BENEFITS

Salary Range: Grade 11

Minimum: \$ 59,643

Midpoint: \$ 70,081

Maximum: \$ 82,345

Benefits: Medical HMO, HDHP, dental, vision, basic life/AD&D, and voluntary life/AD&D, IMRF pension, paid sick time, vacation, and holidays following the current handbook, employee assistance program, options to purchase voluntary insurance, and deferred compensation.