

Illinois Department of Human Services

is seeking qualified individuals for **Human Resources Director/Labor Relations**

AT

*Choate Mental Health
Center in Anna
(Union County)*

*Kiley Developmental
Center in Waukegan
(Lake County)*

*Ludeman Developmental
Center in Chicago
(Cook County)*

SALARY - \$3,116/month - \$9,765/month

JOB DESCRIPTION - Under administrative direction of the Facility Director/Hospital Administrator, provides managerial direction for Personnel and Labor Relations at the Center/Hospital. Assumes responsibility for direct supervision of staff performing personnel and labor relations duties, monitors personnel transactions, payroll discrepancies and prepares job descriptions. Administers Labor Relations at the facility/hospital, serves as step 2 Hearing Officer in all facility grievances. Provides interpretations and advice to facility staff regarding regulations affecting employees. Participates as a member of the Executive Committee; serves as Administrator on Duty, on a rotating basis.

REQUIREMENTS - Requires knowledge, skill and mental development equivalent to completion of 4 years of college, preferably with courses in business or public administration, **Qualified Applicants will have a minimum of 3 years of Management Experience, and 3 years of Professional Human Resources Experience in a Public Organization.**



Excellent Health & Retirement Benefits
Flexible Spending Accounts
Deferred Compensation
12 Paid Sick Days Per Year
10 Paid Vacation Days Per Year
3 Personal Days Per Year



Department of Human Services
Bureau of Recruitment & Selection
401 S. Clinton St.
Chicago, IL 60607

For more information,
contact a recruiter at:
DHS.Recruitment@illinois.gov
Or call:
312-793-2472
312-793-1889