



**DuPage Housing Authority**  
711 E Roosevelt Rd, Wheaton, IL 60187  
PH: 630.690.3555 FAX: 630.690.0702  
[www.dupagehousing.org](http://www.dupagehousing.org)

**Kendall Housing Authority**  
811 W John St., Yorkville, IL 60560  
PH: 630.553.8093 FAX: 331.207.8923  
[www.kendallhousing.org](http://www.kendallhousing.org)



# Human Resources Manager

DuPage Housing Authority  
Wheaton, IL

[careers@dupagehousing.org](mailto:careers@dupagehousing.org)

Full-time

## Job highlights:

The Human Resource Manager must have hands-on experience in employment cases, including wrongful termination, discrimination and wage and hour matters. Will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

### *Supervisory Responsibilities:*

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

### *Duties/Responsibilities:*

- Prepare and deliver live and virtual trainings in various practice areas including harassment, equal employment opportunity law, termination, wage, and hour, FMLA, disability law, performance documentation, etc.
- Family and Medical Leave Act – including a basic understanding of interplay between FMLA, disability law and workers compensation obligations.
- Wage and hour law including a working knowledge of the Fair Labor Standards Act, exemption classifications, and state wage laws.
- Review employee handbooks, manuals, policies and procedures from a legal perspective. Understanding of OSHA, USERRA, COBRA, drug and alcohol, workers compensation and other employment law practice areas.
- Advise management concerning employee relations matters, risk management, policies, procedures and other employment law and HR issues. Substantial interaction with employers and member companies.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.



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- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

***Education and Experience:***

- Law degree or master's degree in Human Resources or Business Administration
- Must have 2 years' experience with a background in labor, employment or immigration law or a minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.