

Job Title: DIRECTOR OF HUMAN RESOURCES

Agency: Department of Juvenile Justice

Class Title: SENIOR PUBLIC SERVICE ADMINISTR - 40070

Skill Option: General Administration/Business Marketing/Labor/Personnel

Bilingual Option: None

Closing Date/Time: 11/14/2024

Salary: Full Salary Range: \$8,825-\$15,255; Anticipated Starting Salary Range: \$9,500-\$10,850/mo

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: None

*****A RESUME IS REQUIRED FOR THIS JOB POSTING*****

Please attach a **DETAILED** Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Juvenile Justice must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Posting Identification Number: 42711

Position Overview

The Department of Juvenile Justice is seeking a Director of Human Resources; the incumbent in this position will be expected to exercise principal programmatic responsibility for the formulation and implementation of statewide policy for all Human Resources Programs (HR) for the agency. The Director of Human Resources formulates, interprets, and administers statewide policies regarding all Human Resource programs, monitoring to ensure adherence to applicable laws, rules, regulations, contracts and codes. Serves as agency spokesperson on matters associated with human resources programs and has authority to bind the agency to a specific course of action. Acts as a liaison between the Governor's Office and the Department regarding Exempt Appointments.

Essential Functions:

1. As the Director of Human Resources for the agency, serves as a principal policy formulator, developing statewide policies and procedures for the human resources programs servicing the agency.
2. Advises executive management and provides direction to Managers on the interpretation of current policies, development of new programs, change in operations and other human resources administration matters for all HR programs including, but not limited to Transactions, Benefits, Hiring, Timekeeping, Payroll, and Classifications.
3. Serves as spokesperson for the agency with Central Management Services, Attorney General, Civil Service Commission, local and state governmental entities, legislature, and general public on all human resources policy issues.
4. Provides administrative human resources expertise into labor relations negotiations, grievance resolutions, memorandums of understanding, and master contract negotiations.
5. Serves as a full-line supervisor.
6. Disseminates updated information to human resources staff.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications:

1. Requires knowledge, skill and mental development equivalent to completion of four (4) years college with courses in public and business administration.

2. Requires four (4) years of administrative experience or equivalent amount of related experience in a public or private service organization, preferably in human resources.

Preferred Qualifications:

1. Prefers at least four (4) years of professional experience overseeing a human resources program such as recruitment/hiring and transactions/classification support personnel program for a large public or private organization.
2. Prefers at least four (4) years of professional experience development and implementing policies and procedure and providing support and resources for a personnel program.
3. Prefers at least four (4) years of professional experience working with personnel rules, code, pay plan, Comprehensive Employment Plan or similar compliance rules and regulations for a public or private organization.
4. Prefers at least four (4) years of professional experience with staff utilization and employee motivation.
5. Prefers at least four (4) years of professional experience identifying and developing documentation to ensure appropriate substantiation of hiring decisions are executed by a private or public organization with 800+ employees.
6. Prefers at least four (4) years of experience interpreting and implementing union contracts in a public or private organization.
7. Prefers at least three (3) years of experience in labor and employment development.

Conditions of Employment

1. Requires the ability to pass an IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
3. Requires ability to travel in the performance of duties, with overnight stays as appropriate. Requires appropriate, valid driver's license.
4. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This may require the ability to work evenings and weekends.
5. Requires ability to attend seminars, conferences, and trainings to stay current on methods, tools, ideologies, or other industry related topics relevant to the job duties.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

About the Agency:

The mission of the Illinois Department of Juvenile Justice (IDJJ) is to build youth skills and strengthen families by promoting community safety and positive youth outcomes. Over 900 staff members from across various departments—security, programming, education, mental health, and more—collaborate with the understanding that youth are physically, emotionally, and cognitively different from adults. The department provides extensive services to young people through a developmental, treatment-focused model of care that builds youth resiliency, engages families, and promotes community safety at the five youth facilities it operates across the state. IDJJ serves and houses approximately 150 youth and is responsible for approximately 500 youth on Aftercare in various Illinois' communities.

Work Hours: Monday-Friday 8:00am-4:30pm

Work Location: 2715 W Monroe St Springfield, IL 62704-1323

Agency Contact: DJJ Hiring Department

Email: DJJ.Hiring@illinois.gov

Posting Group: Leadership & Management; Employee Services

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com