

## **Human Resources Associate I Governor's Office of Management and Budget (GOMB)**

### **JOB DESCRIPTION**

GOMB is seeking an enthusiastic, detail-oriented, and proactive Human Resources (HR) Associate I to join our HR team. As an HR Associate, you will be responsible for supporting HR operations and providing exceptional service to both employees and management. You will assist in various HR functions, including recruitment, employee relations, training and development, general administrative support, compliance, and other duties as assigned.

### **RELATIONSHIP TO THE POSITION OF OTHER POSITIONS**

The Human Resources Associate I is under the general supervision of the Deputy Director of Operations.

### **KEY RESPONSIBILITIES**

Job duties for the Human Resources Associate I include, but are not limited to the following:

- Recruitment & Onboarding: Assist with posting job openings, screening resumes, coordinating interviews, coordinating reference checks, and helping with the onboarding process for new hires.
- Employee Relations: Assist with employee and applicant inquiries, providing guidance or directing them to the appropriate resources for further support.
- HR Records & Compliance: Maintain accurate employee records and assist with ensuring compliance with labor laws, regulations, and agency policies.
- Training & Development: Support the Operations team in organizing training programs, workshops and promoting employee development. Coordinate participation and attend career fairs. Some travel may be necessary.
- Payroll and Benefits Support: Assist the payroll department with payroll processing and resolving payroll-related issues, while also supporting the Benefits Coordinator by providing employees with guidance on benefits inquiries.
- General Administrative Support: Provide general administrative support to the Operations division and the agency when needed, tasks such as scheduling meetings, preparing documents and reports, and assisting with projects.
- Performs other duties as assigned which are reasonably within the scope of the HR Associate I duties.

### **EDUCATION AND EXPERIENCE**

- Requires knowledge, skill, and mental development equivalent to completion of four years of college and 1-3 years of professional experience, preferably in human resources, or satisfactory completion of an approved training program.
- 1-3 years of experience in HR or a related administrative role (preferred).
- Strong interpersonal and communication skills, including reading comprehension and composition of written communication.
- Knowledge of Microsoft Office Suite (Excel, Word, Power Point, Outlook). Knowledge of State systems, including Success Factors (Human Capital Management).
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work independently and as part of a team.
- Possess strong organizational, time-management and leadership skills with attention to detail and a problem solving-attitude.
- Must be a critical thinker, detail oriented, be reliable, and have the ability to multitask under pressure, while meeting deadlines.
- Good interpersonal skills, with the ability to work well independently or as a member of a team.

## Governor's Office of Management and Budget – Job Description

### **WORK LOCATION**

Operations Unit staff work out of the GOMB office located at 401 South Spring Street, William G. Stratton Building – Room 603 in Springfield, Illinois. The building and GOMB offices are ADA-accessible.

### **SALARY/COMPENSATION, BENEFITS, AND POSITION CLASSIFICATION**

Starting annual salary range: \$55,000 - \$70,000

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Dependent Care)
- Employees earn (12) paid Sick Days annually.
- New employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date).

For more information regarding State of Illinois Benefits follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

Apply today to join the GOMB team!

### **COMPANY CULTURE**

At GOMB, we foster a collaborative, inclusive, and supportive environment where innovation and professional growth are encouraged. We are dedicated to supporting our employees' success and well-being.

### **RESUME SUBMISSION**

Submit resumes by e-mail, mail, or fax:

**E-mail:** [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

**Mail:** Attention Personnel:  
603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

### **NON-DISCRIMINATION POLICY**

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of their actual or perceived race, color, religion, national origin, ancestry, sex, age, sex, national origin, disability, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.