

Illinois Power Agency
Human Resources Associate

The Illinois Power Agency is seeking a Human Resources (HR) Associate. Under the direction of the Agency Human Resources Manager, the HR Associate will be responsible for providing support by coordinating and managing day-to-day HR activities and tasks.

The Illinois Power Agency is an independent State Agency created in 2007 to develop annual electricity procurement plans and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources in accordance with the State Renewable Portfolio Standard. For more information about the Illinois Power Agency, please refer to: <https://ipa.illinois.gov/>

Duties and Responsibilities

- Payroll:
 - Prepares payroll vouchers for processing via CMS Central Payroll System, SAP, and enters expenditures into QuickBooks.
 - Process deferred compensation, commuter benefits, and other optional deductions in Central Payroll System as required.
- Timekeeping:
 - Monitor front-end and back-end timekeeping systems to ensure timely submission of leave requests, overtime requests, and time reports.
 - Make adjustment entries into the CTAS timekeeping system as needed.
- Recruiting:
 - Posting open positions to the Human Capital Management Recruiting platform and monitoring application submissions.
 - Post open positions to relevant external job board sites.
 - Contacts potential candidates to arrange interviews with internal panel.
- Assist with the onboarding process in providing employee badges, business cards and
- Coordinate employee orientations and internal and external workplace trainings.
- Manage Agency's HR records including, resumes, applicant logs, and employee forms and personnel files.
- Continually works with the department to streamline the hiring process and improve internal policies.
- Serve as backup to the Office Administrator
- Complete other duties as assigned by the Agency's Director and/or other senior management members.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business or Public Administration, or related field, or the equivalent combination of education and experience. Graduate degree preferred.

- Three or more years of experience working in Human Resources field.
- Proficiency with Microsoft Office 360 (i.e., Word, Excel, Outlook, PowerPoint, as well as SharePoint, etc.)
- Experience with QuickBooks or similar accounting software preferred
- Excellent oral, written, and interpersonal skills with the ability to interact effectively with all levels of management and staff.
- Highly engaged self-starter and strong organizational and time management skills)
- Ability to balance multiple projects at once and to creatively address unexpected barriers or setbacks.
- Ability to adapt to changing priorities and work effectively within a dynamic environment.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.

The Human Resource Associate is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.

This is a merit compensation position. Position Salary Range: \$60,000 - \$70,000. Salary is commensurate with qualifications and experience.

To apply, please submit a cover letter that describes your interest in and qualifications for the position, resume, and three professional references along with your online application to <https://illinois.jobs2web.com/job-invite/26268/>

Applications without a cover letter describing the applicant's relevant experience and why the applicant would be a strong candidate for this position will not be reviewed for consideration.

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.