



JOB ANNOUNCEMENT

Administrative Services Officer I

Chicago Department of Aviation
Human Resources Division – Administration

Number of Positions:
(Additional vacancies possible pending budget approval)
Starting Salary: \$64,668.00

- Prepares and oversees the preparation and processing of personnel forms to initiate personnel actions, leaves of absences (e.g., FMLA-Regular and Intermittent, Medical-Personal Disability, Duty Disability, Military, VESSA, Union), resignations, retirements, return to work (RTW), Reasonable Accommodation (RA), Return To Work Reinstatements (RTW) from LOA's, disciplinary suspensions, discharges, dues changes, etc.
- Will be responsible for highly sensitive medical information.
- Maintains the federally mandated OSHA logs regarding the reporting of workers' compensation claims for the whole department.
- Reports and manages all workers' compensation claims to 3rd party administrator and enters on the job injury claims into the **iCE** system and generates wage statements for each claim.
- Participates in Quarterly Claims Review Meetings with Management Team and Claims Administrator regarding work related claims.
- Tracks work related injuries for OSHA logs (ORD & MDW) through Intalex.
- Works with managers to assist as a backup when HR Personnel Liaisons are on vacation or on leave of absence.
- Assists with hiring assignments as needed and especially for mass hiring (i.e., Seasonal Pool Motor Truck Drivers, Aviation Security, General Laborer-Aviation, as examples)
- Acts as a Personnel Officer, administering personnel programs and personnel processing operations, maintaining employee personnel records, and interpreting personnel policies and procedures to employees.

- Provides information and responds to employee inquiries regarding benefits, pay, and personnel programs and processes.
- Provides Benefits orientation and coordinates training and staff development activities.
- Interprets and explains personnel policies and procedures to managers and supervisors.
- Informs Payroll regarding appropriate Payroll Data Entry (coding) for all Leaves of Absence (LOAs) processed.
- Completes verifications of employment for employees.
- Interprets and explain CBA to employees and supervisory/managerial personnel as needed or requested.
- Good organizational skills to organize projects.
- Must multi-task multiple projects with strong results orientation and work within tight deadlines.

Additional duties may be required for this position

BUREAU: HUMAN RESOURCES - ADMINISTRATION
LOCATION: Chicago Department of Aviation
 10510 W. Zemke Road
DAYS & HOURS: MONDAY-FRIDAY 9:00 A.M. - 5:00 P.M.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus one year of professional Human Resources experience, or an equivalent combination of education, training, and experience.

NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected by **SENIORITY** order and according to the CBA rules. The interviewed NON-Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Previous experience in the administration of Leave of Absence (LOA) programs.
- Previous experience in the administration of Workman's Compensation programs.
- Previous experience in using ORACLE based (or similar) software.
- Proficiency level in Microsoft Suite software.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.***

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Administrative Services Officer**

Administrative Services Officer I (O'Hare)

\$64,668.00

Job #402457

09/03/24 - 09/17/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)