Position: Human Resource Director, Administrative Department

Status: Full-Time, Hybrid Work Schedule

The Office of the State Appellate Defender is a state agency created by the State Appellate Defender Act (725 ILCS 105/1 et seq.). The principal function of the Office of the State Appellate Defender is to represent indigent persons on appeal in criminal cases when appointed by the Illinois Supreme Court, the Appellate Court or the Circuit Court. To provide for this legal representation, the State Appellate Defender has district offices in each of the five appellate court districts of Illinois (Chicago, Elgin, Ottawa, Springfield and Mt. Vernon).

The Office of the State Appellate Defender (OSAD) is nationally recognized for excellence in providing indigent criminal services. The American Bar Association and the National Legal Aid and Defender Association honored OSAD as an outstanding Public Defender office in the nation.

Duties, Responsibilities, Skills and Credentials:

- Provide strategic leadership and guidance, in alignment with OSAD's values, to empower managers in fostering a culture of accountability, collaboration, and continuous improvement among employees.
- Provide strategic HR leadership aligned with OSAD's mission, values, and workforce needs.
- Develop, implement, and maintain HR policies, procedures, and practices.
- Oversee recruitment and talent acquisition for attorneys and support staff.
- Advise and counsel leadership on employee relations, performance management, and disciplinary matters.
- Ensure compliance with employment laws, including FMLA, ADA, LOA, and related statutes.
- Oversee benefits administration, retirement programs, unemployment claims, and HR-related reporting.
- Manage HR systems, records retention, and statutory documentation requirements.
- Lead performance management practices that foster accountability and growth.
- Support leadership development and organizational effectiveness initiatives.
- Supervise HR staff and ensure efficient delivery of HR services.
- Oversee payroll processing and financial reporting tied to compensation and benefits.
- Perform other duties and responsibilities as assigned by the State Appellate Defender.
- Bachelor's degree in human resources, business administration, or related field.
- Seven to ten years of progressive HR leadership experience.
- Strong knowledge of employment law and public-sector HR practices.
- Demonstrated ability to handle sensitive matters with discretion and sound judgment.

Start date: December 1, 2026

Starting salary is between $120,000 and $150,000, depending on the candidate's relevant experience.

The Office of the State Appellate Defender is committed to a culture of diversity and inclusion, and providing a congenial atmosphere, a competitive compensation package, and an excellent benefit plan.

Benefits include health, dental, vision and life insurance, details of which can be found at https://cms.illinois.gov/benefits/stateemployee.html.

Please submit a resume and cover letter by November 6, 2026 at 4:30 PM, to the HR Department at osadhr@OSAD.state.il.us.