

**Job Description**

Job Title: Director - Human Resources Date: July 2022
Division: Human Resources
Reports To: Chief Executive Officer
Grade Level: 19
FL Status: Exempt
Employment Status: Full Time

Job Summary

This director level position leads human resources functions and strategy in accordance with the policies and practices of the Authority. The Human Resources Director fosters a professional and respectful culture of high quality. The Director ensures that the Human Resources Division's mission remains employee forward ensuring a positive work environment for all Authority staff. The position is responsible for all policies and programs related to employment, compensation, payroll and benefits, performance management, employee relations, recruiting and retention, and compliance with all applicable federal, state and local laws. This position guides the Authority in developing human resources initiatives that support the organization in achieving business objectives through the effective use of people and processes. This position requires interaction and coordination with the EEO/Affirmative Action Officer for the Authority. Employees in this position must fulfill the NJ residency requirements as set forth in the NJ First Act.

Essential Duties and Responsibilities

1. Lead the Human Resources staff in the performance of their responsibilities; establish work priorities as required; mentor and provide technical advice and knowledge to Human Resources staff and monitor staff performance.
2. Meet with the CEO, executive team and other senior leaders to provide strategic support for SDA objectives; define staffing requirements and act as senior level advisor and coach on human resources issues. Ensure CEO and executive team are appropriately informed of relevant issues.
3. Maintain positive employee relations and resolve employee concerns through meetings with managers, supervisors and others.
4. Create and maintain a positive work environment; ensure an environment of trust maintaining the highest levels of confidentiality for both staff and management.
5. Monitor and advise managers and supervisors in performance management issues including, but not limited to, annual performance reviews, team building, succession planning, verbal and written warnings, suspensions and employment terminations.
6. Facilitate employee grievances and investigations, working with the EEO/Affirmative Action Officer to perform HR investigations relating to personnel matters. Receive employee grievances and direct and/or conduct investigations as required.
7. Manage the development and maintenance of recruiting practices.
8. Manage and update all HR policies, procedures, job descriptions, reporting, programs, hiring practices and necessary internal controls to ensure consistent application throughout the organization.

9. Define and implement HR training programs for staff and managers, including materials, workshops, manuals, employee handbook and other information.
10. Manage the Authority's employee benefits package ensuring that employees are able to maximize benefit offerings, while maintaining regulatory compliance and outstanding fiscal controls.
11. Review invoices and other documents requiring approval and manage special projects as required. Ensure that multi-divisional functions (e.g. payroll) remain well coordinated and properly executed.
12. Manage COVID safety protocols and COVID employee testing program.
13. Oversee Pilot Telework Program to ensure program requirements are met by the Authority.

Required Skills and Abilities

1. Excellent interpersonal skills and the ability to influence others; excellent oral and written communication skills.
2. Knowledge of compensation and benefits concepts and plans.
3. Demonstrated mediation skills including the ability to negotiate conflict and maintain constructive relationships at all levels.
4. Adaptability and demonstrated ability to manage multiple stakeholders and tasks simultaneously.
5. Knowledge of current human resources trends and practices. Professional affiliation with recognized human resources organizations.
6. Demonstrated ability to plan and monitor complex projects impacting entire organization.
7. Demonstrated ability to maintain confidential and sensitive information.
8. Strong computer skills and comprehensive knowledge of Human Resource Information System (HRIS) databases and reporting (including timekeeping and payroll systems), along with Microsoft Office products such as Word, Excel, and PowerPoint.

Required Education and Experience

1. Bachelors Degree in Human Resources discipline or equivalent related experience, Masters Degree preferred.
2. A minimum 10 years of progressively responsible leadership with a minimum 5-8 years HR generalist experience in two or more human resources disciplines.
3. Experience handling EEO matters and employment related claims with EEOC, NJDCR.
4. Must possess a clear understanding of statutory and regulatory requirements affecting Human Resources, workplace safety programs including but not limited to Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, Civil Rights Act of 1964, Occupational Health & Safety Act and all other applicable Federal and State employment laws and regulations.
5. Knowledge of the methods and procedures used in handling confidential matters

Physical Demands

Minimal

Certificates and Licenses Required

PHR/SPHR certification