

TIOGA & BRADFORD COUNTIES HOUSING AUTHORITY

**Human Resources Manager
Human Resource Analyst 2 Local Government**

Job Description (3/2015)

MINIMUM REQUIREMENTS:

One year as a Human Resource Analyst 2; **OR** 1 year as a Field Human Resource Officer 1, and 1 additional year of professional human resource work; **OR** 2 years of experience in the performance of professional human resource work and a bachelor's degree; **OR** an equivalent combination of experience and training. Must be a resident of Pennsylvania. Requires organizational skills, time management skills, and computer skills including Microsoft Office. Must pass a pre-employment criminal history background check and drug screen.

PURPOSE

This position is responsible for complex human resource generalist functions in the following areas: recruiting, interviewing, labor relations, payroll, training, compliance and benefits. This position serves as the link between management and employees in handling questions and providing interpretation and understanding of Federal, state and local labor laws and Housing Authority policies and procedures.

WORK LOCATION:

This position is based in the Central Office in Blossburg, Pennsylvania. Some travel required.

SUPERVISION RECEIVED AND EXERCISED:

Operates with moderate to high independence under the direct supervision of the Executive Director.

Does not supervise others.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following;

- Process weekly payroll; collect timesheets and verify hours worked;
- Track paid-time-off leave (PTO) used and accrued; accrue entitlements in payroll system; calculate pay-out upon employees' separation;
- Process weekly, quarterly and annual payroll liabilities, including domestic relations, uniform deductions, unemployment, federal and state withholdings, etc.;

- Track, calculate, and report mileage reimbursements;
- Recruitment activities, including advertising, reviewing resumes, scheduling interviews, notifying candidates of employment decisions, and scheduling pre-employment screenings;
- Lead and participate in employment interviews; Collect and score interview evaluation forms of interview panel; communicate results to Personnel Committee of the Board;
- Manage and process all Civil Service transactions, including requesting certs, pulling lists, sending & receiving availability surveys, completing transaction forms, requesting additions or deletions to complement, posting employment bulletins, etc.;
- Conduct new employee orientation training;
- Respond to unemployment compensation claims requests; Represent the Housing Authority at UC hearings;
- Process and track FMLA requests and absences; manage all leave paperwork including requests for certifying information;
- Process COBRA paperwork and manage active accounts; create payment coupons and accept payments;
- Represent the Housing Authority with health insurance broker by attending meetings and communicating important contract information and updates with Authority and the Board of Directors;
- Plan and schedule annual Aflac open enrollment, maintain waiver and enrollment forms, track deductions, and review and approve monthly Aflac billings;
- Plan and manage annual major medical insurance open enrollment, maintain and submit enrollment and change forms, review and approve monthly billings; track annual employer premium costs to report on W-2's;
- Schedule and conduct trainings for staff, including sexual harassment trainings, briefings on policy updates, OSHA required trainings, etc.;
- Complete and submit injury report to Worker's Compensation Insurance carrier, provide additional information throughout the active claim, maintain Loss-Run reports;
- Report monthly employment statistics to Department of Labor;
- Complete annual OSHA reporting;
- Ensure compliance with labor laws posting at all satellite locations; order and distribute updated posters annually or as required;
- Report new-hires and separations to the state;
- Track probationary periods and ensure employees transition to permanent placement successfully, this process includes ensuring probationary performance reviews are completed, accruing PTO, pension enrollment, reporting to Civil Service, etc.;
- Process documentation for enrollment in, and distributions from, retirement plan;
- Conduct Exit Interviews;

- Complete employment verifications and wage verifications as requested by outside agencies;
- Enroll and terminate employees in long-term disability plan, adjust salaries in database as needed, review and approve monthly billings; assist employees in completing disability claims;
- Activate employee web-user accounts, reset passwords as needed, attach messages to NetViewer employee portal as needed;
- Manage the Experience Works program: this includes responding to requests for placement, completing Host Agency paperwork, submitting timesheets, completing quarterly reviews, assisting participants with completing annual recertification paperwork, respond to Foremen's concerns or problems with participants, etc.;
- Personnel file maintenance; I-9 file maintenance;
- Assist employees in submitting a grievance to the Personnel Committee of the Board; Assist and provide support for internal or employee investigations;
- Assist Supervisors in their obligations of employee coaching and development by reviewing and editing discussion and disciplinary documents, answering questions, interpreting laws and policies, and making recommendations on steps to address employee issues;
- Maintain, update and create HR forms as needed; Compose letters and e-mails; Draft policy updates and revisions as requested; provide monthly Human Resources manager reports to the Executive Director