

LOWER ALLEN TOWNSHIP JOB DESCRIPTION

POSITION TITLE: Director of Human Resources	BAND: Executive	BBP CLASS 1	
DEPARTMENT: Human Resources	SUPERVISOR: Township Manager	ACCOUNTABILITY: Township Manager	
NAME:	ISSUE DATE:	PAGES 3	

POSITION SUMMARY:

Work is primarily administrative and is performed under the supervision of the Township Manager. Assignments are varied, involve an elevated level of confidentiality, and independent judgment is required. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefit-related problems and ensures effective use of plans and positive employee relations. The role handles managing, updating, drafting, and distributing township directives. The director also advises on disciplinary matters and other management issues, as needed. This role also provides record-keeping and file maintenance. Work primarily takes place indoors at the Municipal Services Center. This is an exempt position.

ESSENTIAL FUNCTIONS OF THE JOB:

Administer benefit plans, including enrollments, changes, and terminations. Process required documents through insurance providers to ensure accurate record-keeping.

Performs customer service functions by answering employee requests and questions.

Completes I-9 forms, verifies documentation and maintains I-9 files.

Conduct new employee background checks.

Process all aspects of employee onboarding.

Serves on Safety Committee, Pension Committee, Finance Committee, and Accident Review Board.

Monitors and schedules Police physicals.

Prepare newsletter articles for the Township newsletter.

Approve and process expenditures to the HR budget.

Maintains personnel and administrative policies and makes recommendations for updates under the supervision of the Township Manager.

Administers recruitment and interview process. Tracks the status of candidates and responds with follow-up letters at the end of the recruiting process.

Assists with developing the HR budget.

Prepares and maintains Township job descriptions.

Process and monitor workers' compensation claims.

ESSENTIAL FUNCTIONS OF THE JOB continued:

Compose Resolutions for new hires, promotions and retirement.

Administer enrollments and changes to contributions to the Township's 457(b) Deferred Contribution Plan.

Manages drug and alcohol testing programs for all Commercial Driver Licensed operators.

Documents disciplinary issues electronically and in the personnel file.

Conducts salary surveys as needed.

Tracks employees' probationary periods and promotions.

Process unemployment claims.

Process ACA Employer Reporting annually.

Monitor employee recognition to include years of service and performance awards. Prepare commendation letters for each nominee.

Process enrollment and contribution changes for pension plans. Complete the necessary paperwork and meet with employees to go over paperwork, options, and financial information as provided by finance.

Monitors Volunteer Fire Service Award Program.

Process and administer FMLA requests.

Serves on Employee Engagement Committee and assists with planning and coordination of employee engagement activities.

Counsel employees on personnel policy and benefit issues.

Counsel directors and management on personnel and policy matters.

Attend job fairs and other recruiting events as needed.

Maintains oversight of all personnel records pertaining to Human Resources.

Notifying or overseeing the notification of individuals, the media and the Department of Health and Human Services of any breach of unsecured PHI, in accordance with the provisions of the HITECH Act

Issues and tracks keys for the Municipal Services Center.

Issues ID cards and fobs and maintains the software.

Coordinates or develops training programs and maintains training records for matters related to broad topics relevant to all or most employees.

Co-administers electronic document management and training platform.

Keeps abreast of regulatory changes in Human Resources.

Has the ability to sit or stand for extended periods of time.

Has the ability to maintain confidentiality on a need-to-know basis.

Attend Board of Commissioners Meetings and other meetings as required.

OTHER FUNCTIONS: (JOB)

Types and prepare correspondence.

Serves on committees as assigned.

Strives to obtain competence in accordance with employee evaluation measures.

Other related duties as assigned.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Bachelor's degree in human resources or related field, preferred.

Two – four years' experience with knowledge of general Human Resource practice required.

Public sector experience, preferred.

Ability to work with the Township's software programs.

Ability to communicate effectively and professionally in English both verbally and in writing with persons from all levels of the organization.

Ability to sit or stand for extended periods of time.

Ability to prioritize work assignments.

Experience in project management.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only) and a background investigation result (full/part-time and temporary personnel).

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date