

State College Borough

Human Resources Director

Job Description



REPORTS TO: Borough Manager
ROLE & LEVEL: P5

DEPARTMENT: Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Human Resources Director provides leadership and direction in the personnel processes for the Borough as well as strategic planning for human resource needs for all departments. Provides plan administration for pension compliance for defined benefit and contribution plans. Work is performed under nominal direction with considerable latitude in the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for plan administration for pension plans
- Maintains and proposes changes to the personnel system in order to meet strategic goals for the Borough; ensures compliance with the municipal code and all personnel policies
- Coordinates staffing needs with all departments to include recruitment and retention
- Determines and organizes staffing needs; assists with evaluating candidates for available positions and selecting and appointing officials; interviews and corresponds with all applicants and employees interested in placements; processes appointments, promotions and other actions; ensures adherence to applicable laws and regulations
- Ensures compliance regarding employee complaints and disciplinary actions, which could include legal investigative procedures
- Maintains digital and paper personnel records to ensure compliance with federal and state labor laws regarding wages and benefits
- Works with Council on contract compliance for the Borough Manager and recruitment and selection for Borough boards and commissions
- Conducts wage and salary surveys as the basis for setting pay scales; makes salary recommendations based on performance, market data, and length of service
- Maintains all files on employee work history, wage and salary, training and development, employee relations, fringe benefits and health records

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Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current techniques relating to selection, training, job classification and employee evaluation
- Knowledge of wage and salary administration, employee relations and general report and record requirements
- Knowledge of labor relations and contract administration
- Knowledge of federal, state and local legislation pertaining to public personnel function
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

Bachelor's degree in personnel administration, labor studies, public administration or related field; supplemented by seven or more years' human resources experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP)
- International Public Management Association for Human Resources Certified Professional (IPMA-CP)

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date