

POSITION: DIRECTOR OF HUMAN RESOURCES
BUREAU: OFFICE OF HUMAN RESOURCES
DEPARTMENT: ADMINISTRATIVE SERVICES
SUPERVISOR: CITY ADMINISTRATOR

HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m. and as needed; one (1) hour paid lunch period; exempt employee under FLSA

PRIMARY DUTIES:

- a. Management of diverse workforce of over three hundred employees including law enforcement, fire fighting, clerical, public works, and professional staff. Ninety-five percent of the workforce belongs to one of four bargaining units
 - 1) Development of employment policies
 - 2) Management of personnel including recruitment, hiring, discharge, leave requests, discipline, performance, retention, recruitment, and compensation
 - 3) Evaluation of employment policies and practices to ensure compliance with all labor laws and regulations
 - 4) Investigator of EEOC/PHRC/FMLA/discrimination/ unemployment and all other employment complaints
 - 5) Implementer of training requirements
- b. Administration of collective bargaining agreements for four bargaining units
 - 1) Chief labor negotiator
 - 2) Primary representative in conflict disputes and resolution
 - 3) Presenter of testimony and evidence in grievance and Act 111 arbitration and PLRB hearings
 - 4) Liaison between the City and its four bargaining units
- c. Administration of salary and benefits for 700+ employees and retirees
 - 1) Manager of \$16 million dollars in annual payroll
 - 2) Administrator of five defined benefit pension plans with annual benefits of \$8 million dollars
 - 3) Plan Administrator for Deferred Compensation Plan and Flexible Spending Account
- d. Plan Administrator of insurances for 700+ employees and retirees
 - 1) Multiple health insurance plans for employees and retirees
 - 2) Life, dental, and vision insurance
 - 3) Liability insurances
- e. Contributor to the development of Annual Budget
 - 1) Development of budget for Human Resources Office
 - 2) Preparation of Executive Orders

- 3) Development of budget data with regard to salary and benefit costs for all employees and retirees
- f. Member of various boards
- 1) Aggregate Pension Fund
 - 2) Nonuniformed Pension Fund
 - 3) Fire Fighters Pension Funds
 - 4) Workers' Compensation Trust Fund
- g. Management of self-insured workers compensation program
- 1) Presenter of testimony before workers' compensation judge
 - 2) Liaison with third party administrator in the management of claims
 - 3) Negotiator of settlements
 - 4) Preparer of Self-Insurance Renewal
 - 5) Administrator charged with ensuring compliance with Bureau of Workers' Compensation requirements to maintain self-insurance status
- h. All other duties as assigned.

QUALIFICATIONS:

- a. Bachelor's Degree in Human Resources or related field, Masters Degree preferred.
- b. Certification as a Professional or Senior Professional in Human Resources.
- b. Ten years experience in Human Resources field, preferably in a public employment setting.
- c. Extensive experience in working with labor unions, preferably those governed by Act 111 and Act 195.
- d. Excellent written and oral skills.
- e. Proficiency with Microsoft Office as well as Human Resources/Payroll software.
- f. Experience managing claims made under the Pennsylvania Workers' Compensation and Heart and Lung Acts.
- g. Extensive experience testifying before unemployment compensation referees, workers' compensation judges, arbitrators, arbitration panels, and Pennsylvania Labor Board Hearing Examiners.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, walking, bending, and stooping.
- b. Position requires work within an office environment with minimal exposure to outside elements.

OTHER:

- a. Wilkes-Barre City residency required throughout duration of employment.
Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. Salary dependent on qualifications.

