

**Beaver County, Pennsylvania
Job Description**

**POSITION TITLE: Assistant Director, Human Resources
DEPARTMENT (S): Human Resources**

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to assist the Director of Human Resources in all aspects of human resource activity. Employees in this classification perform professional and managerial work. Position is responsible for supervising, developing, implementing, maintaining and coordinating human resource functions such as benefits administration, compensation, labor relations and employee services. Performs related work as directed.

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.

Serve as a link between management and employees by handling questions and helping resolve work-related problems.

Advise managers on organizational policy matters and recommend needed changes.

Respond to employee concerns regarding HR issues.

Works with HR Director and Solicitor on all major disciplinary issues up to and including termination.

Perform difficult staffing duties, refereeing disputes, and administering disciplinary procedures.

Represent organization at personnel-related hearings and investigations.

Administer, direct, and review employee benefit programs, including integration of such programs. Organize/Conduct benefit education sessions for employees.

Administer and monitor COBRA benefit programs.

Oversees HRIS system-including additions or changes impacting Payroll-ensure accuracy and timeliness.

Process, verify, and maintain personnel related documentation, including training, grievances, and employee leaves of absence.

Process/Maintain billing information (COBRA, UPMC claims).

Acts as liaison between all brokers pertaining to Human Resources functions.

Serve as a point person for negotiating collective bargaining agreements and making recommendations as needed.

Develop and coordinate training programs for management and employees.

Prepares various reports regarding salary, benefits and personnel statistics.

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MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Serves as advisor and/or coordinator on various committees.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in human resources, public administration or closely related field; supplemented by minimum three (3) years previous experience and/or training that includes labor relations and benefit administration.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise

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extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.