

## MONTGOMERY COUNTY HOUSING AUTHORITY

**POSITION TITLE:** *Manager of Human Resources (Part-Time position)*

**EXEMPT:** *Yes*

**DEPARTMENT:** *Human Resources*

**POSITION REPORTING:** *Executive Director*

**COMPENSATION:** *Around \$50,000/year (depending on qualifications)*

### **SUMMARY:**

Manage, at direction of Executive Director, all Human Resource ("HR") functions relating to MCHA employees and temporary employees, including Hiring, Benefits, Workers and Unemployment Compensation, Salary Administration, Employee Relations, and other relevant activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Maintain employment practices consistent with state and federal law and regulations, HUD regulations and MCHA policies including:
  - Maintain records of any employee credentials which must be regularly renewed
  - Maintain personnel records which are required by state and federal law and MCHA policies,
  - Maintain personnel records needed for information and research purposes, such as salary surveys, retirement and staffing projections.
- Ensure all job applications are properly logged and processed, all vacancies are posted, recruitment ads are placed as requested, and all changes in employee status are properly channeled through the Executive Director.
- Assisting with employee selection processes by setting up screening standards, interviewing, and coordinating the activities needed for final employment recommendations.
- Responsible for managing the MCHA Compensation program.
- Manage Performance Evaluation and Succession Planning programs
- Update HR/Payroll Database with new insurance rates - Pull files from database and create spreadsheets for each department for pay raises, adjust all pay grades as needed.
- Responsible for addressing and answering and advising the Executive Director of all Employee, Department Head, Supervisor complaints, questions, grievances, and performance and discipline problems.
- Maintain contact with Health Insurers, Brokers, Department Heads, and individual employees.
- Responsible for administration of all MCHA benefits.
- Supervise Workers Compensation and Unemployment Compensation actions.
- Has a clear channel of communication with all MCHA, department heads, and supervisors. Earning confidence of each is vital to proper performance of all HR functions.

- Ensure that good communication is maintained with all office employees and that they are motivated to perform their functions to the best of their ability.
- Coordinate and be responsible for all functions of compliance with Americans with Disabilities, Family and Medical Leave and other federal and state employment laws relative to employees.
- Annually reviews and makes recommendations to Executive Director for improvement of MCHA's policies, procedures, and practices on personnel matters.
- Maintains knowledge of industry trends and makes recommendations to Executive Director as appropriate.
- Communicates changes in MCHA personnel policies and procedures to MCHA employees and insures proper compliance.
- Coordinate all MCHA's employee-specific Performance Improvement Plans or disciplinary actions as needed.
- Coordinates and/or conducts exit interviews to determine reasons behind separation.
- Consults with legal counsel as appropriate, and/or as directed by the Executive Director on personnel matters.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates, and participates in Staff Development for MCHA.
- Develops and maintains a human resources system that meets MCHA personnel information needs.
- Participates on committees, and special projects and seeks additional responsibilities.
- Other reasonable duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree or equivalent professional certification as deemed acceptable in Executive Director's sole discretion. At least 5-7 years of experience in HR or other professional positions deemed relevant in Executive Director's sole discretion,
- Ability to supervise, motivate, counsel, educate, and get along well with people
- Ability to earn confidence of Executive Director, Department Heads, and other MCHA employees.
- Clear, concise verbal and written communication skills.
- Understanding of HR department functions, including:
  - Benefits and Salary Administration;
  - Workers Compensation;
  - Unemployment Compensation;
  - Employee Assistance Program;
  - Legal requirements (EEO, ADA, wrongful terminations, etc...)
- Base knowledge of MCHA preferred;
- Financial background and aptitude;

- Excellent computer skills; must be proficient in creation and use of Excel spreadsheets.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The employee will be expected to safely operate a motor vehicle and is expected to have a valid driver's license.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

The noise level in the work environment is usually moderate. Occasional same-day or overnight travel within and outside of Montgomery County is required.

**If interested, please send a cover letter, resume, and complete salary history to Ms. Tara Short, Executive Office, 104 West Main Street, Suite 1, Norristown, PA 19401. This posting will remain open until August 25, 2017.**