

**JOB OPENING:
DIRECTOR OF HUMAN RESOURCES**

EMPLOYEE GROUP:	Executive & Confidential
COMPENSATION:	Competitive salary; public sector benefits, including enrollment in the NJ State Health Benefits Program and Pension System; paid holidays; paid vacation/personal leave and sick leave.
APPLICATION PROCESS:	Qualified applicants may send resume and cover letter with salary requirement to HR@jcha.us . Resumes will be accepted until position is filled.

Note: "Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment."

DEFINITION:

Under direction of the Executive Director, the Director of Human Resources plans, supervises, coordinates and directs a full range of human resource management services that include, but are not limited to: staffing and recruitment; labor and employee relations; position classification; salary and wage administration (including salary surveys and comparability studies); benefits administration; employee development; position management and personnel reporting; training; and various related personnel records programs.

ESSENTIAL RESPONSIBILITIES:

- Supervises the personnel and labor relations program.
- Provides expert advice to Authority employees/officials on personnel and labor relations matters.
- Acts as the liaison with Union Representatives regarding major labor and management issues and negotiates collective bargaining agreements.
- Writes rules/regulations pertaining to personnel and labor relations activities for approval of the governing body.
- Reviews proposed job specifications for conformance with Department of Personnel requirements, policies, and practices.
- Supervises the conducting of salary and wage surveys to keep the compensation plan up to date.
- Writes correspondence pertaining to personnel matters.
- Arranges for the training of employees.
- Ensures that the Authority adheres to Department of Personnel law, rules, regulations, policies, and procedures.
- Supervises the employee benefit program and represents the Authority in dealing with union representatives on various labor relations problems.

ESSENTIAL RESPONSIBILITIES: *(cont'd)*

- Studies comparable programs and applies selected features.
- Regularly reviews HR processes and practices and recommends changes to improve efficiency, modernize, and/or automate existing work methods.
- Reviews and recommends revisions to existing Personnel Policies and recommends new policies to ensure that JCHA compensation and benefit plans, employee responsibilities and rules of conduct and other personnel practices conform to all applicable rules and regulations and that the policies and practices support and promote the human resources needs of the JCHA.
- Handles the more complex employee grievances and other labor issues, and provides technical assistance to JCHA staff regarding labor-related matters.
- Plans and develops a long-term, coordinated and comprehensive staff training and development program to ensure that JCHA employees have the capacity and competency to carry out the Strategic Goals.
- Ensures that all personnel actions are completed in compliance with JCHA Personnel Policies and respective JCHA-HASU/ISWA Collective Bargaining Agreements.
- Serves as JCHA's Equal Employment Opportunity (EEO) Officer.
- Supervises the maintenance of personnel records.
- Performs other related duties as required.

POSITION REQUIREMENTS AND QUALIFICATIONS:**A. EDUCATION/EXPERIENCE/LICENSES:**

1. Bachelor's degree from an accredited college or university in business or public administration, urban planning, social sciences or a closely related field. (Note: A Master's degree is highly desirable).
2. A minimum of eight years of full-time supervisory personnel administration experience which shall have included hands-on responsibility for the full scope of human resources activities, both operations and analysis, as well as contract negotiations, and collective bargaining.
3. Society for Human Resource Management-Certified Professional (SHRM-CP), Senior Certified Professional (SHRM-SCP), or other professional certification preferred.
4. Possession of a valid N.J. State Driver's License and daily access to a vehicle for business purposes.

B. KNOWLEDGE AND ABILITIES:

- Core competencies: Human Resources Management and Development, Planning, Hiring, Management Proficiency, Organizational Astuteness, People Skills, Communication.
- Demonstrated proficiency with applicable laws/regulations and management theories, including policy/procedure development and labor union activities.
- Strong organizational skills in the areas of operations, budget and project administration.
- Knowledge of New Jersey laws relating to varied types of personnel actions.
- Experience with NJ Pensions and Public Employees' Retirement System preferred.
- Demonstrated excellence in oral and written communications for a variety of audiences.

POSITION REQUIREMENTS AND QUALIFICATIONS: (cont'd)

B. KNOWLEDGE AND ABILITIES:

- Ability to handle concurrent priorities and deadlines, effectively supervise, demonstrate flexibility, assertiveness and a public sector orientation.
- Ability to execute respective responsibilities in a manner reflecting the highest standards of professional and organizational integrity and public service.
- Ability to read, write, speak, understand and communicate in English sufficiently to properly and efficiently perform duties of this position.

Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others.

The JCHA is committed to achieving diversity in its workforce, reflective of a multi-ethnic, multi-racial community and is an Equal Opportunity Employer.