

PLEASE POST

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Inter-Departmental Memorandum

Date: September 24, 2020
 To: All Qualified Applicants
 From: Human Resources Department
 Subject: JOB OPENING

POSITION: Human Resources Generalist
SALARY RANGE: \$50,000 - \$70,000
DEPARTMENT: HUMAN RESOURCES
HOURS OF WORK: 9:00AM – 5:00PM
UNION AFFILIATION: NONE
FLSA: EXEMPT

Please see attached job description which includes a list of responsibilities and required qualifications.

Qualified individuals interested in applying for this position should send a letter of interest, resume and completed Employment Application to the Office of Human Resources via e-mail to HR@jcha.us no later than Thursday, October 8th, 2020.

Please direct your inquiries regarding this employment opportunity to the Office of Human Resources at 201-706-4683.

Affirmative Action/Equal Employment Opportunity Statement

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

STATE OF NEW JERSEY RESIDENCY IS REQUIRED WITHIN ONE YEAR FROM HIRE DATE.

HUMAN RESOURCES GENERALIST

JOB CATEGORY ADMINISTRATIVE	UNION DESCRIPTION NON-UNION
FLSA EXEMPT	DEPARTMENT HUMAN RESOURCES
JOB STATUS FULL-TIME	EMPLOYEE GROUP EXECUTIVE & CONFIDENTIAL

DEFINITION:

Under the direct supervision of the Director of Human Resources, supports operating units by implementing human resources programs; solving performance problems. As needed, position assists in all department activities, including collaborating with unions and assisting with union agreements. The Human Resources Generalist is responsible for driving the implementation, administration, training, tracking and communication of all human resources policies and programs including performance management, talent management, employee relations and HR-related compliance. This position will work closely with all levels and various functions of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Protects organization’s value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT'D):

- Participates in employee relations activities. The HR Generalist will assist in management of investigations of employee relations cases, Code of Conduct violations, and make recommendations for resolutions and ensure appropriate documentation occurs.
- Practice and guide managers in consideration of employment law and regulations. Ensures investigations are conducted in a professional manner, compliant with all relevant local, state and federal laws, and that all parties involved are treated with dignity and respect.
- Assist with organization design and development activity, the HR Generalist will participate in organization structure activity and movement. In addition, this position will support the performance, productivity and effectiveness of the organization for programs such as performance management, succession planning, and organizational design and development.
- This position will assist with the facilitation of the development of programs and solutions (from a HR perspective) to help support and respond to business needs. Assist HR leader with analyzing data on employee turnover, employee satisfaction surveys, exit interviews and other metrics in order to enhance and improve HR programs and services.
- Provide management and employee counseling. The HR Generalist will participate and assist with coaching and counseling of employees and management. This may include, but is not limited to, performance discussions, career guidance, and other HR related areas. The HR Generalist will be responsible for handling highly confidential case assignments and projects related to employee relation issues including investigations, facilitating disciplinary meetings, and providing consultative advice. This includes building relationships with management and employees, conducting and documenting investigative interviews and case conversations.
- The HR Generalist will participate with the implementation of HR related policies and procedures. This position will be responsible for ensuring effective communication of these policies to the organization. The position will also be responsible for updating and ensuring all policies and procedures comply with current employment laws and practices.
- Lead employees through effective hiring, orientating, training, mentoring and coaching. Provide ongoing recognition, feedback and development, holding staff accountable for success. Identify and mentor future organizational leaders. Ensure appropriate resources are provided to staff. Develop a staffing plan that meets both consumer expectations and financial constraints. Create an environment where employee feedback facilitates positive change.
- Assists Chief Human Resources Officer and Director of Labor/Employee Relations in all administrative tasks of the Human Resources department, supporting all Authority operating departments.
- Assists in processing personnel transactions including separations, promotions, leaves, transfers, reclassifications, and recruitment.
- Assists in processing applications and scheduling interviews for job applicants; assists in processing new hire documentation, and arranges for appropriate employee orientation.
- Assists in ensuring that employee records and HRIS are updated as necessary.
- Processes and maintains documentation relating to labor/employment relations and recruitment; assists, as needed, with all department documentation and correspondence.
- Creates job descriptions and assists with the internal and external postings for open positions.
- Assists in the administration of all performance management activities and disciplinary actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(cont'd)*

- Assists in scheduling, preparing for and administering employee grievance and disciplinary hearings; gathers data as needed; prepares reports and documentation on disciplinary actions.
- Assists in maintaining the calendars of the Chief Human Resources Officer, Director of Labor/Employee Relations and HR Generalist – Employee Relations/Recruitment.
- Assists in the investigation of employee grievances and coordinates processes of responding to complaints; assists in gathering information and preparing for trials/hearings as necessary.
- Interviews Authority employees to gather information regarding general factors that affect worker morale, motivation, and efficiency.
- Establishes and maintains records and files pertaining to employee/labor relations and recruitment.
- Collaborates with unions and assists with union agreements.
- Supports all department activities, works as team member and serves as back-up for other department staff as needed.
- Performs other related duties as assigned.

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following behavioral competencies:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

QUALIFICATIONS

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.

Job Competencies

- Knowledge of key policies, procedures, functions, and staff in the HR Department
- Knowledge of the larger NHA organizational structure, key functions, staff, and their impact on the HR Department
- Working knowledge of labor and employment practices, including recruitment, the employee grievance process and factors effecting employee morale

Job Competencies (cont'd):

- Working knowledge of union agreements
- Knowledge of applying records management processes and procedures
- Experience preparing reports, summaries, and presentations incorporating findings and conclusions
- Experience obtaining and ensuring the appropriate use of equipment, facilities, and materials needed to accomplish administrative tasks

Education and/or Experience

A Bachelor's degree and three to five years of Human Resources experience, **OR** a Master's degree in Human Resources Management and two years of experience in the Human Resources field **OR** Ten (10) years of experience in the Human Resources field or any similar experience that provides the required knowledge, skills and abilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel and HRIS system).

Other Skills and Abilities

Should be familiar with Authority personnel policies and possess a basic knowledge of employment regulations. Performance Management, Training Management, Maintaining Employee Files, People Skills, Resolving Conflict, Employment Law

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 frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

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 functions.

Office environment. The noise level in the work environment is moderate.