



Job Description

Job Title: Human Resources Generalist		
Department: Human Resources		
Position Reports To: Township Manager		
Job Grade:	FLSA Status: Exempt	Annual Salary: \$65,000 to \$80,000

Section I: Summary of the Position:

South Whitehall Township is a Township of the First Class located in Lehigh County, Pennsylvania, with a staff of over one-hundred (100) exempt and non-exempt employees. The Township also has two (2) labor unions (including both police and public works).

The Human Resources Generalist will be primarily responsible for the creation and enforcement of policies and practices that will help the Township attract, develop, and sustain a high-performing workforce, as well as maintain a positive and fulfilling environment for all Township employees. The Human Resources Generalist will work closely with the Township Manager, Director of Township Operations, Department Heads and other senior Township officials to achieve these objectives by providing competent human resources-related advice and assistance in a collaborative and consultative manner.

Under the general direction of the Township Manager, the Human Resources Generalist will provide independent analysis and recommendations on all issues pertaining to human resource administration.

This position is classified as an exempt/salaried position in accordance with the Fair Labor Standards Act (FLSA).

Section II: Essential Duties and Responsibilities:

- Assists with ensuring that all employment practices related to human resources are in compliance with any and all applicable state and federal laws, regulations, policies and procedures. Covered topics include, but are not limited to, compensation, hours of work, equal employment opportunity, drug and alcohol testing, work-related injuries, and employee benefits.

- Develops and administers personnel procedures and policies. Ensures legal compliance of personnel procedures and policies with state and federal regulations and all applicable employment laws. Provides recommendations to update policies and/or procedures as required to maintain legal compliance. Suggests new procedures and policies to improve continually the efficiency of individual departments and the Township as a whole.

- Directs personnel recruitment and selection, including advertising, the receiving, screening, and distributing of employment applications, drafting and/or reviewing employment offer letters, administering required tests, and providing guidance to Department Heads.
- Advises the Township Manager, Director of Township Operations, and Department Heads regarding all Township personnel transactions including but not limited to, hires, promotions, transfers, salary changes, reclassifications, leaves of absence, retirements and terminations (voluntary or involuntary).
- Develops and implements an onboarding program for new hires.
- Provides direct consultation to the Township Manager, Director of Township Operations, and Department Heads on topics pertaining to human resources administration, including but not limited to, legal matters, professional development, compensation, employee safety and organizational development, and organizational structure.
- Investigates personnel problems and disciplinary issues.
- Works with the Township Manager and Department Heads as required to administer the performance management program.
- Provides guidance to employees on various human resources matters, including employment, recruitment, career development, salary and benefits, labor relations, leaves of absence, transfers, retirements and terminations (voluntary or involuntary).
- May assist, coordinate, implement, oversee, and/or provide training and/or staff development programs.
- May conduct and analyze exit interviews and make actionable recommendations based on data.
- Oversees administration of benefits programs including insurance, benefits, worker's compensation, unemployment compensation, Pennsylvania Heart and Lung Act, Family Medical Leave Act (FMLA), leaves of absence, and other related programs.
- Maintains physical and digital files for employees and their documents, benefits and attendance records. Ensures compliance of maintained records with all Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations.
- Represents and prepares other Township staff for hearings and meetings related to human resources issues such as grievance arbitrations including Act 111, Civil Service and Workers Compensation hearings, as directed by the Township Manager.
- Performs research in support of policy and legislative changes, training initiatives and other human resources initiatives and projects.
- Maintains an up-to-date record and working knowledge of all laws, industry trends, and best practices pertaining to human resources.

- Performs job audits, or other fact-finding techniques, related to individual job classification and job classification studies.
- Will manage or help create the Township' Human Resource Information Systems (HRIS) and applicant tracking and payroll systems.
- Administers Township compensation and classification plans. Initiates and recommends changes in classification and compensation plans to the Township Manager. In conjunction with Department Heads, develops compliant position job descriptions; reviews and recommends classification levels for positions. Prepares drafts of recommended policies. Analyzes personnel, determines the need for changes, and recommends improvements.
- Actively participates as a member of the collective bargaining team, as assigned. Administers contracts, interprets, and proposes recommendations for changes to contract language and formulates Township management bargaining team offers. Plans and supervises research tasks for special studies and reports. Completes various surveys for collective bargaining and other federal, state, and Township agencies.
- As directed by the Township Manager, attends off-site meetings and conferences related to human resources as a representative of the Township.
- When requested, attends Board of Commissioner meetings and presents information related to human resources.
- Performs any related duties as required.

Section III: *Qualifications:* Qualifications are representative of the knowledge, skills and/or abilities required for the position.

- Considerable knowledge of human resources administration, civil rights, equal employment opportunity, recruitment and selection, labor relations, job classification, organizational design, workers compensation, and human resources information systems.
- Proficient in computer operations: Word, Excel, Outlook (experience with Munis preferred). Ability to learn new technical systems as needed.
- Strong written and oral communication skills, interpersonal skills, and negotiation and conflict resolution skills.
- Ability to analyze and interpret laws, regulations, policies, and collective bargaining agreements.
- Ability to align human resources programs with Township goals and objectives.
- Ability to handle changing priorities, to be creative in challenging situations, and to multi-task multiple initiatives and projects.
- Ability to maintain confidentiality of personnel or other sensitive issues and exercise discretion in dealing with controversial or potentially sensitive topics.
- Possession of a valid Motor Vehicle Operator's License.

Section IV: Education and Experience:

- Bachelor's Degree in Human Resource Management, Public Administration, Business Management, and/or an equivalent combination of experience/training. At least three (3) years' experience in the principles, practices, and techniques of Human Resources is required.
- Professional in Human Resources® (PHR®), Senior Professional in Human Resources® (SPHR®), Society for Human Resource Management Certified Professional (SHRM-CP) or Society for Human Resource Management Certified Senior Professional (SHRM-SCP) certification is required.
- Thorough knowledge of public administration principles and practices.

Section V: 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, frequently required to work at a desk; regularly conveys information to employees and the public; regularly moves about inside the office to access file cabinets and office machinery including the ability to operate a keyboard at an efficient speed and to view computer screens for extended periods of time.

Section VI: Work Environment:

This position primarily works in an office environment with limited exposure to extreme outdoor weather conditions. The position may periodically require travel outside of the office.

Section VII: Equal Opportunity Employer:

South Whitehall Township is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.