

City of Chester
Job Posting

Position Title: Deputy Director of Human Resources
Organization Unit: Department of Accounts & Finance
Reports to: Director of Human Resources
Status: Full-time, Non-Bargaining Unit
Hours: M-F, 9:00am – 4:30pm
Posting Period: December 16, 2021 – December 29, 2021, or until position is filled
Salary Range: \$50,000
Benefits: Medical, Vision, Dental, & Life

Summary: Under general supervision of the Director of HR, the Deputy Director of HR performs and oversees a wide range of human resources functions in compliance with local, state, federal, and organizational regulations. Strong interpersonal skills are required to develop rapport and trusting relationships with leadership and other team members. This position carries out responsibilities in the following functional areas: employee and labor relations, record keeping, file maintenance, policy interpretation and implementation, employment law compliance, talent acquisition, employee development and training, and workers compensation and other health and safety concerns. May carry out additional responsibilities as requested.

Duties Include but Not Limited To:

1. Works jointly with team members to ensure compliance in all areas of human resources
2. Maintains permanent personnel records
3. Answers employee requests and questions
4. Trouble-shoots day-to-day issues related to Payroll, HRIS, unemployment claims, workers compensation, and policies/procedures as they arise
5. Assists the Director with employee relation matters to include discipline/discharge and grievance/appeal procedures
6. Prepares correspondence
7. Conducts research for policies, training, strategic planning, and other human resource issues
8. Gathers data necessary to complete reports
9. Remains abreast of policy changes and updates occurring within the field of human resources
10. Assists in the implementation and application of new and existing personnel policies
11. Manages workers compensation process including ensuring that information is submitted in compliance with the Pennsylvania Workers' Compensation Act
12. Manages Heart and Lung benefits for eligible employees in compliance with the Pennsylvania Heart and Lung Act
13. Ensures safety is maintained in compliance with the City's Safety Committee and other partners
14. Coordinates and conducts employee and management training for specific areas
15. Conducts new-employee orientations and other on-boarding processes

16. Takes action during the Director's absence and uses initiative and judgement to handle and resolve human resources matters requiring urgent attention so as to minimize the effects of the Director's absence
17. Attends any important meetings in the Director's absence
18. Special projects and all other related work as assigned

Qualifications & Knowledge, Skills & Abilities:

1. Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field
2. 3-5 years' experience in human resources or related field or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities
3. 2 or more years' experience working with unions in a heavily unionized environment
4. The ability to withhold sensitive information and maintain a high level of confidentiality
5. Must be a Chester resident
6. Must be able to pass all pre-employment testing required for the position
7. The ability to use HRIS systems and other software to gather data
8. Familiarity and regular use of Microsoft office and other technological programs
9. The ability to communicate effectively verbally and in writing
10. The ability to appropriately plan and organize work tasks and functions
11. The ability to work with minimal supervision in a high volume, complex work environment.

Physical Attributes/Demands

Work requires the ability to sit, stand, bend, reach, and occasionally lift objects up to 15 lbs. The employee is occasionally required to stand, walk, and have manual dexterity with hands and fingers. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment:

Work is performed in normal office environment.

CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 FOR AN APPLICATION