

*Anise Miller
Human Resource Generalist
Department of Human Resources*

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City of Chester
Job Description

Position Title: Director of Human Resources
Organization Unit: Department of Accounts, Finance & Human Resources
Reports to: Director of Accounts, Finance & Human Resources
Status: Full-time
Hours: M-F, 9:00am – 4:30pm
Posting Period: September 27, 2022 – October 11, 2022, or until position is filled
Benefits: Medical, Vision, Dental & Life

Summary: The Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, staff, and daily activities of the Human Resource department, ensuring legal compliance and implementation of the City’s mission and talent strategy.

Supervisory Responsibilities:

1. Recruits, interviews, hires, and trains new staff in the department.
2. Oversees the daily workflow and operation of the department.
3. Handles discipline and termination of employees in accordance with City policy.

Duties/Responsibilities:

1. Collaborates with Mayor and council and other senior leaders to understand the City’s goals and strategies related to staffing, recruiting and retention.
2. Posts, recruits, interviews, selects, and ensures all pre-employment requirements are met for new hires.
3. Plans, leads, develops, coordinates and implements policies, processes, and training to support the City’s strategy needs.
4. Administers and/or oversees the administration of human resource programs including, but not limited to: medical benefits and open enrollment; benefits and leave; workers compensation; disciplinary and employee relations matters; disputes and investigations; recognition and morale; health and safety; and training and development.
5. Oversees the maintenance of personnel records through paper files and the HRIS software.
6. Oversees and maintains departmental budget.
7. Conducts research and analysis of organizational trends including review of reports and metrics from the City’s human resource information system (HRIS).
8. Monitors and ensures the City’s compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
9. Processes FMLA requests and ADA requests.
10. Processes travel requests, holiday and clothing allowances, medical reimbursements, educational incentives, and tuition reimbursement.

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11. Prepares correspondence directing employees to return-to-work, and prepares other employee related correspondence.
12. Prepares termination letters and other correspondence related to discipline.
13. Prepares resolution requests for the appointment of new employees.
14. Completes and submits various reporting surveys to several governmental agencies.
15. Performs other duties as required.

Required Skills/Abilities:

1. Excellent verbal and written communication skills.
2. Excellent interpersonal and negotiation skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Strong supervisory and leadership skills.
7. Ability to adapt to the needs of the City and the employees.
8. Ability to prioritize tasks and delegate them when appropriate.
9. Thorough knowledge of employment-related laws and regulations within PA.
10. Experience working in a heavily unionized work environment.
11. Proficient with Microsoft Office or related software.
12. Proficiency with or the ability to quickly learn the City's HRIS system.

Education and Experience:

1. Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field required.
2. Master's Degree in Human Resources preferred, but not required.
3. At least five years of human resource management experience required.
4. An equivalent combination of experience and training that provides the required knowledge, skills and abilities.
5. Human Resource certification highly preferred (either PHR or SPHR or SHRM-CP or SHRM-SCP).

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to sit at a desk and work on a computer for prolonged periods of time. The employee is occasionally required to stand, walk, and have manual dexterity with hands and fingers. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment:

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The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee will be subject to work in normal office conditions. The noise level in the work environment is usually quiet.

Additional Requirements:

In order to receive a final offer of employment from the City, candidates must be fully vaccinated against COVID-19 or undergo weekly COVID-19 testing provided on site at Chester City Hall. The City of Chester will allow for medical and religious exemptions from the requirements in accordance with state and federal laws. Additionally, candidates must successfully pass all pre-employment testing requirements, which includes drug testing and a criminal background check as required for the position.

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 FOR A JOB APPLICATION
OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT WWW.CHESTERCITY.COM**