

JOB VACANCY # JV 2020-05 (Human Resources Manager)

THE POSITION OF: Human Resources Manager
DEPARTMENT/DIVISION: Administrative Services/Human Resources
CLASSIFICATION: Management
SALARY: DOQ/Depends on Qualifications
POSTING DATE: January 27, 2020

Qualified, interested candidates must **submit a cover letter, application and current resume by February 27, 2020**. Applications and resumes can be submitted at www.readingpa.gov under employment opportunities. Questions – Please email jobs@readingpa.gov

The Human Resources Manager is responsible for overseeing daily operations within the Human Resources Division, including administering policies and procedures, programs and practices, planning, organizing, training and development, departmental development, employee relations, benefits and compensation. The Human Resources Manager partners with the Director of Administrative Services to carry out practices and objectives that provide an employee-oriented, high performance culture, emphasizing empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of the workforce.

POSITION SUMMARY:

Typical job duties may include but are not limited to:

- Participates in the division's annual budget preparation
- Administers the personnel system of the City subject to the provisions of law, Charter, or Ordinance
- Develops and administers an effective recruitment program
- Develops and maintains position descriptions, classifications and pay plans
- Establishes and maintains the employee handbook
- Participates in labor relations including negotiations, contract administration, grievance procedures and related programs
- Prepares position evaluation procedures and assists supervisors in implementation
- Develops and coordinates training programs and professional development opportunities
- Prepares and implements disciplinary procedures
- Manages employee benefit programs including sick leave, vacation, compensatory time and insurance plans
- Oversees the administration and ensures compliance with the Family Medical Leave Act
- Directs the affirmative action plan, participates in the City Diversity Board and maintains the EEOC requirements
- Oversees the Risk and Safety, Civil Service and Benefits Programs
- Maintains and facilitates positive working relationships between the city, employees and collective bargaining groups
- Ensures participation and compliance with all Human Resources related audits

MINIMUM QUALIFICATIONS:

Educational Requirements

- Bachelor's Degree in Human Resource Management or closely related field
- PHR/SPHR certification

Experience/Requirements

- 5 -7 years experience in exempt level Human Resources work with a minimum of three (3) years in a unionized workforce
- Bilingual (English/Spanish) a plus