

Company: City of Scranton
Title: Human Resources Director
Location: Scranton, PA
Industry: Government

Job Summary

The Human Resources Director is responsible for the overall administration of the City's human resources function at all sites, including labor and employee relations, benefits administration and payroll. Key examples:

- Develops or helps develop, and administers, City's human resources functions for all City personnel, including overall and site- or department-specific personnel policies and procedures, assist various departments with disciplinary issues, compensation and benefits administration, performance evaluation, recruitment and affirmative action programs.
- Plans and administers all activities of the Human Resources Department.
- Supervises all Human Resources Department employees, including payroll staff, and oversees compliance with all federal, state and local employment laws and payroll taxes, regulations and filings.
- Interfaces with City's Solicitor and labor counsel as necessary.
- Responsible for City's Worker's Compensation program.
- Responsible for monitoring and overseeing City's pension funds.
- Oversees human resources audits, including pension, OPEB, and healthcare benefits.
- Monitors unemployment compensation claims and represents City in hearings.
- Advises Management on issues under collective bargaining agreements, participates in labor negotiations, and handles grievance processing for unionized and non-union staff.
- Travel, as required.

Education and Experience

1. Bachelor's degree and at least five (5) years of human resource experience, with record reflecting increased responsibility over time.
 2. Experience with medical plans and worker's compensation programs strongly preferred.
 3. Senior Professional in Human Resources (SPHR) or SHRM Senior Certified Professional (SHRM-SCP) credentials preferred but not required.
- Applicant should include any salary requirements.