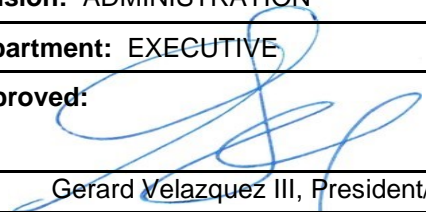




THE AUTHORITY

Improving your Tomorrow.

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES DIRECTOR	
Reports to: PRESIDENT / CEO	Division: ADMINISTRATION
Classification: EXEMPT	Department: EXECUTIVE
Exempt Category: ADMINISTRATIVE	Approved: 
Effective Date: 2025-MAR-01	Gerard Velazquez III, President/CEO

JOB SUMMARY – The Human Resources Director is responsible for the HR and Employee Benefits functions for The Authority which is comprised of non-exempt and exempt employees. The position provides services essential to the mission of The Authority and the day-to-day-operation of the Human Resources Department including, but not limited to, complex technical and administrative duties, personnel functions and programs including in the areas of employment recruitment, workers compensation, benefits administration, classification and compensation, employee relations, and liability claims; provides information and assistance to Authority employees regarding human resources activities, processes, policies, and procedures; prepares various correspondence and memoranda; coordinates activities related to area of assignment; and performs a variety of tasks requiring specialized knowledge related to area of assignment.

ESSENTIAL FUNCTIONS

Human Resources Function

1. Perform a wide variety of responsible clerical, technical, administrative, and office duties in support of The Authority's Human Resources and Benefits Department.
2. Provide customer service, both in-person and by telephone; screen and direct telephone calls; take and relay messages; answer questions from employees and the general public regarding human resources issues, rules, and regulations relating to human resources management; respond to employment verification requests, salary and benefit surveys, and other requests for information.
3. Provide general clerical and administrative support; compose and type letters, memoranda, and other correspondence related to assigned human resources and benefit programs and activities; prepare a variety of reports including technical reports and status reports pertaining to human resource and benefit management programs and activities.
4. Plan and coordinate recruitments and examinations; prepare job announcements and advertisements; notify candidates of application/employment status; prepare certification lists.

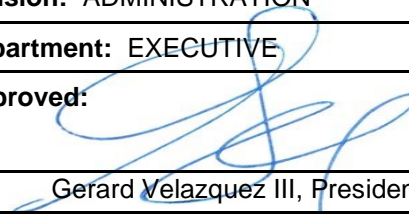
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5. Maintain eligible candidate lists; provide names of eligible candidates to department representatives upon appropriately submitted requests.
6. Process personnel action forms and maintain personnel records to ensure timely performance evaluations and appropriate actions.
7. Coordinate post-offer pre-employment physicals, drug and alcohol screenings, background, motor vehicle, and credit checks as may be required.
8. Maintain personnel records ensuring timely and accurate records.
9. Explain, in both English and Spanish, employment benefits and general terms and conditions of employment to employees and department representatives; conduct initial new employee orientation for purposes of ensuring appropriate completion of payroll and benefits documentation.
10. Assist employees with issues regarding enrollment onto benefit websites such as but not limited to New Jersey Pensions and Benefits, medical plan, prescription plan, dental, vision, and 457(b) plans.
11. Assist employees with FMLA, NJFLA, Temporary Disability, and Medical Leave programs. Maintain accurate records for leave entitlement and tracking. Produce and mail documents required to employees.
12. Prepare workers' compensation reports; assist workers' compensation adjuster as needed on Authority employee claims. Maintain OSHA Recordkeeping data and posting of OSHA 300-A Log.
13. Prepare required federal and state notices and monitor time requirements regarding these entitlements. Maintain updated postings as required by law at all Authority locations.
14. Organize annual Employment & Labor Law Training.
15. Research, compile and analyze data for special personnel projects and reports.
16. Along with the Chief Operating Officer (COO), receive liability claims against The Authority; research the validity of the claim by gathering information such as police reports; discuss liability claim with appropriate management staff and outside insurance company; prepare staff report, resolution, and/or

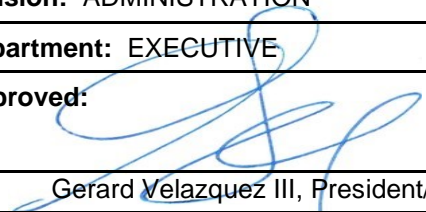
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proper correspondence related to claim; prepare documents and gather data to pursue cost recovery and restitution for The Authority.

17. Perform related duties as required.

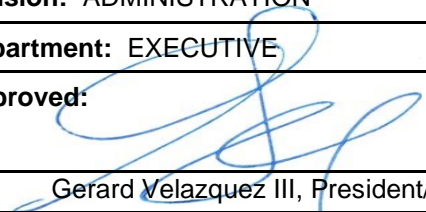
Benefits Administration Function

1. Research employee benefits plans and vendors to identify those that present the best value. Examine possible plan designs and benefits cost changes. Negotiate with vendors and administrators for the best plans, options and rates. Recommend to President/CEO and COO regarding possible new benefits programs.
2. Serve as primary contact for plan vendors and third-party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency. Document and maintain administrative procedures for assigned benefits processes. Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
3. Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDROs, QMCSOs, distributions, loans, hardships and compliance testing. Oversee maintenance of employee benefit files, maintain group benefits database and update employee payroll records.
4. Gather employee data and oversee the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans.
5. Survey industry trends. Complete benefits surveys and review information obtained from the results. Analyze complex benefits information. Forecast trends and assist with future benefits designs. Develop specific recommendations for review by President/CEO and COO.
6. Provide customer service support to internal and external customers. Develop communication tools to enhance understanding of the company's benefits package. Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions.

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7. Act as the Authority Wellness Coordinator by organizing programs and activities to utilize Wellness Grant Funds on an annual basis.

Payroll Processing Function

1. Coordinate with payroll staff to ensure proper recordkeeping and payroll entries.
2. Act as payroll administrator when necessary.
3. Make any required or employee requested changes to payroll records such as change of address, direct deposit changes, tax withholding, benefit deductions, child support orders/qualified medical support orders, and payroll garnishments. Notify payroll administrator to begin deductions.
4. Arranges for special checks, such as final payroll.
5. Records tardiness or unauthorized personal time. Records sick, personal, and vacation time on payroll records. Maintains FMLA records.
6. Respond to Department of Labor pertaining to Unemployment Claims.

KNOWLEDGE, SKILLS, AND ABILITIES

Skills:

- Advanced computer skills in Microsoft Office and Outlook.
- Bilingual - Able to communicate in Spanish, required.
- Advance skills in website searches and research.
- Use of specialized company programs, i.e. Edmunds, Paychex, etc.
- Operate office equipment including fax machines, copiers, printers, computers and supporting word processing, spreadsheet, and database applications.
- Skillfully perform a variety of general office support duties.

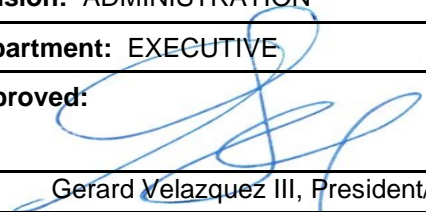
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Knowledge of:

- Basic human resources, benefits, and payroll functions and procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Mathematical principles.
- Business letter writing and the standard format for typed materials.
- Methods and techniques of proper phone etiquette.
- Basic functions and structure of organization.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping and filing.
- Public relations techniques and procedures.
- Customer service and public relations methods and techniques.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state, and local laws, codes, and ordinances.

Ability to:

- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of the Human Resources, Benefits Department, and payroll.
- Provide technical human resources management services.
- Ability to communicate in Spanish.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Understand, interpret, and apply general administrative and departmental policies and procedures.
- Answer questions and provide information to employees, outside agencies, and the general public requiring the interpretation and explanation of human resources program, policies, and procedures.
- Work under steady pressure with frequent interruptions and a low degree of public contact by phone or in person.
- Read, understand, and review documents for accuracy and relevant information. Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Make accurate arithmetic calculations.
- Compose correspondence and compile and arrange data in a readable and comprehensible manner.

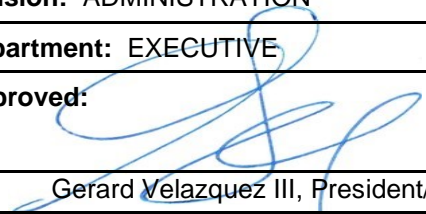
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- Research files and prepare basic statistical reports and analyses.
- Establish and maintain complex record keeping systems.
- Proofread and edit draft reports or correspondence for errors in grammar or structure.
- Coordinate activities and meet critical deadlines.
- Deal successfully with the public, in person and over the telephone.
- Understand and follow instructions.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, CERTIFICATIONS, AND LICENSING:

- Valid New Jersey Drivers' License, required.
- Certification in Human Resources Management, preferred or five (5) years of increasingly responsible technical or administrative experience in personnel administration activities.
- Two years of college level course work in business, personnel management, or closely related field. Significant related experience may substitute for education.
- Bilingual in Spanish, required.

SUPERVISORY RESPONSIBILITY: Other administrative staff and labor as needed.

ENVIRONMENTAL AND PHYSICAL DEMANDS:

This position is done in an office environment and may require all or some of the following: driving, standing, walking, prolonged sitting, working on a computer, talking, hearing, seeing, feeling and grasping, climbing, balancing, crouching, crawling, kneeling, reaching with hands or arms, lifting up to 10-lbs. and exposure to environmental conditions.

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