

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

The City of Scranton seeks an experienced Human Resources Director to oversee administration of its HR functions, including labor and employee relations, recruitment, benefits administration and payroll.

The ideal candidate will possess a strong work ethic, excellent communication skills, knowledge of labor relations and HR practices, be a strategic thinker, and have strong organization and interpersonal skills.

Essential Functions:

- Directly oversees the development and implementation of human resources policies. Directs all daily human resources operations, to include recruitment, compensation, benefits, discipline & discharge, and grievance administration.
- Supervises all HR Department employees, including payroll staff, and ensures compliance with all federal, state and local employment laws and payroll taxes, regulations and filings.
- Conducts full cycle recruitment: Job posting, screening, interview coordination, background/reference checks, offers/employment agreements, on-boarding, orientation and training.
- Provides ongoing administration, analysis and development of all compensation (pay and benefits) programs.
- Performs and oversees employee performance evaluations.
- 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.
- Develops and administers all affirmative action programs.
- Advises Management on issues under collective bargaining agreements, participates in labor negotiations, and handles grievance processing for unionized and non-union staff.

Education and Experience

1. Bachelor's degree and five (5) or more 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.

Interested candidate should apply to

Resumes@Scrantonmayoraltransition.com

Attention: Tina Jones, Interim HR Director