LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title: Human Resources Manager

Qualifications/Certification:
1. Minimum of Bachelor’s degree and relevant work experience
2. Human Resources Certification, preferred
3. Excellent interpersonal and communication skills
4. Knowledge and experience working with employee benefits programs and payroll
5. Ability to maintain high level of confidentiality
6. Ability to exercise initiative, independent judgment, and discretion in performing duties
7. Knowledge of relevant governmental regulations and laws
8. Proficiencies in Microsoft Office Suite

Reports To/Supervised By: Executive Director

Responsibilities:
1. Coordinate the development of the Human Resource functions
2. Supervise and evaluate Payroll/Personnel Specialist and Benefit/Personnel Specialist
3. Certifies classifications and salaries with Payroll Specialist
4. Prepares and follow through on personnel items on the Joint Operating Committee agendas
5. Administer mandated benefits such as Worker’s Compensation and Unemployment Compensation programs
6. Maintains appropriate personnel records, files, and documentation and the employee review of files.
7. Manages the tracking of sick leave, personal days, emergency days, and vacation days
8. Coordinates tracking of part-time and substitute staff hours for compliance and reporting for Affordability Care Act requirements, including 1095-C and 1095-B forms
9. Process and monitor employee hiring, transfer, termination, dismissals, and retirements
10. Manage Administrator retiree health insurance bank and correspondence
11. Manage Centralized Human Resource Software
12. Conducts separation and exit interviews and maintains appropriate documentation
13. Handle and coordinate advertising, posting, pre-screening, interview appointments, employment interviews, and reference checks for job vacancies
14. Manages the process of recruitment and maintaining substitute employees
15. Completes required State reports
16. Manages and coordinates the tuition reimbursement plans
17. Perform HIPAA Privacy Officer functions
18. Administers FMLA, COBRA, ADA requirements
19. Implement, manages, and coordinates the Employee Assistance Plan
20. Conducts annual benefit surveys and salary surveys as per requirements in the collective bargaining agreements
21. Assists in background studies and analyses for negotiations of collective bargaining agreements
22. Drafts language and prepares proposals for negotiation sessions
23. Advises on the administration of labor agreements and the handling of grievances and complaints
24. Assists in the investigation and resolution of charges against alleged discrimination and misconduct
25. Analyzes wage and salary reports and data to determine competitive compensation plans
26. Assist in investigative and disciplinary meetings of employees when necessary
27. Coordinates employee relations functions
28. Assists in maintaining current job descriptions
29. Assists in staff development opportunities pertaining to Human Resource issues
30. Coordinate and perform new employee benefits orientation

Secondary/Related Responsibilities:
1. Verification of various salary and benefits reports
2. Researches, analyzes, develops, and implements a variety of benefit programs and policies according to applicable legal requirements
3. Conducts and participates in benefit surveys
4. Develop and perform employment tests as requested
5. Prepares documents and maintains records necessary for implementing/terminating benefits coverage
6. Respond to questioners, surveys and correspondence from research or professional organizations
7. Perform other duties as assigned

Physical Requirements of Job:

1. Lifting and carrying binders and boxes containing payroll/personnel records

MEASURED IN TERMS OF FREQUENCY

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally 1 – 33%</th>
<th>Frequently 34 – 66%</th>
<th>Constantly 67 – 100%</th>
</tr>
</thead>
</table>

LIFTING:
- Up to 10 lbs: Occasionally
- 11 to 20 lbs: Occasionally
- Beyond 20 lbs: Occasionally

BODY MOVEMENTS:
- Bend/Stoop: Occasionally
- Climb: Occasionally
- Kneel: Occasionally
Human Resources Manager
Page 3 of 3

Push: Occasionally
Pull: Occasionally
Twisting: Occasionally
Standing: Occasionally
Sitting: Constantly
Walking: Occasionally

Term of Employment:
Full-time, 12 months/year. Salary established by the Joint Operating Committee

Evaluation:

Performance will be evaluated by the Executive Director

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.*

LCTI is an equal opportunity employment, educational and service organization

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

________________________________________
Applicants Signature

1/29/2020