

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** HUMAN RESOURCES ADMINISTRATOR

**REPORTS TO:** CHIEF EXECUTIVE OFFICER (CEO)

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** The purpose of this position is to manage the Human Resource functions within DSWA in a professional and confidential manner.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Interprets, applies and provides day-to-day leadership, guidance and training on all labor relations and employment practices and issues from the perspective of the Delaware Solid Waste Authority as an employer to include, DSWA's Human Resources Policy Manual, Merit Rules, Delaware Code, applicable state and federal laws, court decisions, rules, regulations, policies and procedures.
- Researches, recommends, implements, monitors and maintains records for all DSWA employee benefit plans including acting as a liaison with providers and plans shared with the State of Delaware.
- Researches, develops, recommends, interprets, applies and monitors all Human Resources Policies for DSWA including identifying areas of needed change.
- Interprets, explains and applies applicable state and federal employment laws, rules, regulations, policies and procedures and confer with legal counsel regarding Human Resources issues when applicable.
- Researches applicable rules and regulations as needed.
- Manages DSWA's Statewide Safety Program including developing, reviewing and updating of DSWA's Safety Plan.
- Supervises Safety Coordinator including assigning and reviewing the activities of the Safety Coordinator. Also resides on the safety committee.
- Designs, develops and maintain the recruitment process including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps).
- Monitors the labor legislation and implements required changes to keep the process compliant.
- Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization.
- Builds a quality relationship with the internal customers and external recruitment agencies.
- Researches, develops, implements, monitors, updates and maintains performance management program.

- Plans, develops and implements new and revised compensation programs, policies and procedures. Responsible for assuring thorough audits and reports that DSWA's compensation program is consistently administered in compliance with DSWA policies and government regulations.
- Manages and supervises the human resources personnel and the Safety Coordinator.

**ADDITIONAL DUTIES:**

- Researches, collects, prepares and maintains all Human Resources information reports requested or scheduled for employees, accounting management, Board of Directors or outside sources while maintaining compliance and confidentiality within DSWA policies and procedures, state and federal laws.
- Prepares input for projected compensation and benefit portion of DSWA's annual budget. Manages Human Resources and Safety budgets.
- Creates, maintains and updates hard copy and electronic files of all applicable Human Resources records in compliance with state and federal laws.
- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION, EXPERIENCE, AND SKILLS:**

Graduation from an accredited college or university with a bachelor's degree in human resources and (10) years of experience in performing major human resources functions.

Must possess a valid state driver's license.

Professional Human Resources (PHR) Certification preferred.

Must sign a statement of confidentiality.

Knowledge of major personnel job skills. Experience with Microsoft Professional Office Suite.. Knowledge of all applicable State and Federal Employment laws. Knowledge of the principles and practices of human resource management. Knowledge of assigned functional area(s) of human resource management, i.e., labor relations, classification, compensation, recruitment, selection, equal employment/affirmative action, employee benefits, safety and risk management, etc. Knowledge of applicable state, federal and departmental laws, rules, regulations, policies, procedures and processes pertaining to assigned human resource function(s). Skill in the interpretation and application of applicable laws, rules, regulations, policies, procedures, collective bargaining agreements and administrative guidelines. Skill in the collection, analysis, evaluation and presentation of data from a variety of sources. Skill in communicating effectively. Ability to use sound judgment and reach logical conclusions. Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations. Ability to provide guidance and direction to a variety of people pertaining to applicable laws, rules, regulations, policies and procedures and assigned human resource function(s). Ability to establish and maintain effective working relationships with a variety of people.

**Physical Requirements:**

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires minimal lifting (less than 10 pounds on an infrequent basis).

The position requires close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more).

Position risks exposure to indoor environment.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**SUPERVISOR**

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**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**HUMAN RESOURCES**

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**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

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**EMPLOYEE**

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**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*