

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JULY 30, 2010

TITLE: HUMAN RESOURCES ADMINISTRATOR

REPORTS: CHIEF EXECUTIVE OFFICER

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE:

To manage Human Resource functions within DSWA in a professional and confidential manner.

JOB DUTIES:

- \* Benefits Administration – research, recommend, implement, monitor and maintain records for all DSWA employee benefit plans including acting as liaison with providers and plans shared with the State of Delaware.
- \* Personnel Policies and Procedures – research, develop, recommend, interpret, apply, and monitor all Human Resources Policies for DSWA including identifying areas of needed change.
- \* Records Management – create, maintain, and update hard copy and computer files of all applicable Human Resources records in compliance w/State and Federal laws.
- \* Compensation – research, develop, implement, monitor, maintain, and update all salary rates, schedules and job descriptions.
- \* Interpret, explain and apply applicable state and federal employment laws, rules, regulations, policies and procedures and confer with legal counsel regarding Human Resource issues when applicable. Research applicable rules and regulations as needed.
- \* Employee Relations – inform and assist employees and management with Human Resource problems of a highly confidential nature. Manage all Human Resource employee problems professionally and confidentially: grievance, discipline, termination and problems of a personal nature.

- \* Responsible for implementation and coordination of DSWA Statewide Safety Program including development, review and updating of DSWA Safety Plan. Supervises Safety Coordinator including assigning and reviewing the activities of the safety coordinator. Also resides on the safety committee and responsible for notes taken at safety meetings.
- \* Budget – prepare input for projected compensation and benefit portion of DSWA annual budget. Input projected expenditures for Human Resource budget.
- \* Recruitment/Interviewing/Testing – identify vacancies, post all job opportunities, advertise, maintain application file, perform initial interviews, administer all pre-employment testing, and establish a working relationship with employment placement agencies, Department of Labor and Temp agencies.
- \* Report Management – research, collect, prepare and maintain all Human Resource information reports requested or scheduled for employees, accounting, management, Board of Directors or outside source while maintaining compliance and confidentially within DSWA policies and procedures.
- \* Performance Evaluation – research, develop, implement, monitor, update, and maintain program including records management.
- \* Supervision – directly supervise and provide on-the-job training for the human resources personnel and Safety Coordinator.

#### RESULTS:

DSWA meets all applicable State and Federal Human Resource laws. All Human resource functions completed on a timely basis and in a confidential and cordial manner.

#### QUALIFICATIONS:

Possession of a bachelor's degree in human resources, business administration or public administration with at least six (6) years' experience in performing major human resources functions. Professional Human Resources (PHR) Certification preferred. Knowledge of all applicable State and Federal Employment laws. Must sign a statement of confidentiality. Knowledge of major personnel job skills. Experience with Microsoft Professional Office Suite.

\* Denotes essential functions of the job