

Manager of Human Resources

The Manager of Human Resources performs Human Resources (HR) related duties on a professional level and works closely with the Director of Human Resources and Administration in supporting LIPA's HR programs and initiatives. This position carries out responsibilities in these functional areas: benefits administration, employee relations, performance management, recruitment/employment, onboarding and off-boarding, employment law compliance, timekeeping and leave-accrual management and facilities management.

Essential Functions

- Administer human resource plans and procedures for all employees; assist in the development and implementation of personnel policies and procedures; prepare and maintain the employee handbook.
- Maintain personnel files in compliance with applicable legal requirements.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audit Forms I-9.
- Direct and coordinate preparation of job descriptions and ensure FLSA classification compliance.
- Administer benefits programs, including conducting analysis and serving as primary contract with providers (including group health and life), workers' compensation, unemployment and retirement plans; process enrollments and terminations, prepare documents for payroll and insurance providers; and communicate benefits information to employees.
- Process monthly billings from insurance providers including reviewing billings for accuracy. Resolve discrepancies with carriers, payroll and LIPA. Complete reports for management as requested.
- Maintain budget spreadsheets and variance reports for Human Resources and Administration departments.
- Coordinate the Affordable Care Act reporting requirements.
- Manage annual insurance open enrollment period during 4th quarter of each year. Arrange for distribution of plan summary materials and required notices, assist with communicating changes to employees and arrange for onsite representation by providers. Conduct employee presentations.
- Assist with recruitment efforts for all exempt and nonexempt personnel; conduct new-employee orientations; and write and place advertisements.
- Coordinate employee off-boarding and conduct exit interviews, summarize findings, and discuss trends and concerns with Director.

- Schedule all employee staff meetings and department staff meetings; prepare agendas, presentations, arrange for speakers.
- Maintain human resource information system records and compile reports from the database.
- Maintain compliance with federal, state and local employment and benefits laws and regulations.
- Develop, prepare, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefits costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, compensation, promotions, etc.
- Recommend innovative approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Provide administrative support to the HR function as needed (e.g., correspondence generation, record keeping, file maintenance).
- Assist with Facilities and Office Management.

Supervisory Responsibility

This position supervises the Administrative staff.

Required Education and Experience

Bachelor's degree, preferably in human resource management or related field or equivalent level of experience, training and education.

Three to five years of experience at a management or senior administrative level.

Additional Eligibility Qualifications

1. Proficient with computer software (Microsoft Office Suite).
2. Excellent interpersonal skills to handle sensitive and confidential situations and documentation.
3. Ability to operate most standard office equipment.
4. Attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.
5. Excellent spelling, grammar and written communication skills.
6. Excellent oral communication skills.
7. Ability to maintain a high level of confidentiality.

LIPA offers a competitive salary and benefits package commensurate with experience and responsibilities. LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at HRjob@lipower.org .