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## ***HR Generalist-Employment / Human Resources/ Oakdale***

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The Suffolk County Water Authority is seeking a Human Resources Generalist – Employment in our Human Resources Department located in Oakdale, NY. Reporting to the Chief Human Resources Officer, this person manages all aspects of the employment and hiring process including recruitment, interviewing, pre-employment testing, on-boarding, new hire orientation and exit interviews. This person will also assist in the development and implementation of various HR policies, procedures and workflows.

The successful candidate will:

- Perform all aspects of the union and non-union hiring and on-boarding process, to include: creating job postings, developing interview questions, screening resumes, interviewing applicants, pre-employment testing, background checks, on-boarding, and conducting new hire orientations.
- Manage the job posting and job bidding process for 300 union personnel to ensure compliance with the CBA.
- Manage the college internship program which includes working with area schools to promote the positions, attending college job fairs, interviewing students, and coordinating the process with department management.
- Proactively recruit top talent utilizing various on-line, social media and community resources.
- Administer various human resources policies, procedures, and programs for all employees.
- Assist with design, development, and presentation of various training programs.
- Provide back-up to the HR Benefits Specialist as required.

Qualifications:

- Minimum of 3-5 years of human resources experience with an emphasis on recruiting and interviewing required; Experience recruiting via social media sources desirable.
- Bachelors Degree in Human Resources or Business Management (with Human Resources concentration) required.
- Considerable knowledge of principles and practices of Human Resources and Federal, State, and local employment laws. Knowledge of Federal Motor Carrier Safety Administration (FMSCA) and DOT regulations a plus.
- Ability to work in teams, be self-motivated and maintain a high degree of confidentiality.
- Strong communication, interpersonal, and organizational skills.
- Proficient in MS Office suite, HRIS systems; SAP knowledge a plus.
- PHR preferred.

Interested candidates should submit their application/resume with salary requirements via the SCWA website ([www.scwa.com](http://www.scwa.com) and click "Career Opportunities"). Annual salary for this position is \$60,000 - \$65,000, commensurate with education and experience. Applications will be accepted until May 16, 2018.

\* The Authority may accept an equivalent combination of education and experience to meet the requirements\*

*(The Authority shall not employ relatives of employees as defined to mean an employee's spouse, child, stepchild, stepparent or direct descendant of grandparents of the employee as defined in the New York State General Municipal Law 810.)*