

Rockaway Valley Regional Sewerage Authority

Job Title: Human Resources/Safety Coordinator

Department: Administration

Reports to: Executive Director

Classification: Full time (40 hours) Exempt, Salaried

Job Summary:

Provides personnel and administrative support to the Executive Director and all Employees of the RVRSA. Monitors, interprets and executes all aspects of the RVRSA's Personnel Manual, IBT Union Contract and Safety Programs.

Essential Tasks:

1. Process FMLA, FLA and Leave of Absence requests. Verifies employee eligibility for Federal and State programs and in accordance with RVRSA Personnel Manual. Completes forms and obtains employer certification from Department of Finance where necessary. Prepares letter(s) of determination to employee.
2. Assists Department of Finance regarding notification to employee regarding COBRA benefits at termination of employment and during approved leave of absences.
3. Address employee relations issues, such as harassment allegations, work complaints or other employee concerns. Conducts investigations initiated by employee complaints and in compliance with the requirements of the RVRSA Personnel Manual or Union Contract.
4. Interpret and explain human resources policies, procedures and or regulations.
5. Serve as a link between management and employees by handling questions, interpreting and administrating contracts and helping to resolve work-related problems.
6. Screens resumes and applications to identify possible candidates to be interviewed for job vacancies.
7. Interviews applicants for staffing/job vacancies with department manager. Completes all activities associated with potential new hire such as, prepares offer of employment letter, checks references, conducts background checks, schedules medical exams etc.
8. Conduct new employee orientation and process new hire paperwork.
9. Conducts Exit interviews for employees leaving RVRSA's employ.
10. Maintain and update human resources documents, such as organizational charts, personnel manuals, and others as needed. Insures that all forms, e.g. vacation, FMLA, job applications are kept current.
11. Maintain employment records for employee hiring, termination, retirement, leaves etc.

12. Maintain current knowledge of state guidelines and labor laws.
13. Plan, supervise and co-ordinate work activities for employees to keep current benefits, retirement, compensation, and other labor/employee relations information. Includes but not limited to disseminating information through Webinars, handouts, memos and presentations given by appropriate experts. Answers employee questions regarding retirement, assists in resolving employee medical benefits problems, coordinates Family Medical Leave Act (FMLA), and Family Leave Act, (FLA).
14. Supports Department Managers in Personnel Matters such as performance reviews, disciplinary action, sick time, tardiness etc.
15. Keeps and maintains all RVRSA Written Safety Programs. Consults with department heads to keep safety programs up to date.
16. Coordinates with department heads to schedule safety training for employees.
17. Work with RVRSA Risk Management Company to ensure all OSHA mandatory training.
18. Maintain safety training files in both paper and electronic format in the RVRSA Server.
19. Compile, submit and post OSHA 300 log per OSHA regulations.
20. Post and maintain current labor posters.
21. Coordinate with department heads to review and update RVRSA Employee Safety Policy & Procedure handbook. Review safety policies with employees.
22. Hold employee safety meetings as necessary.
23. Maintain employee accident/incident log.
24. Serve as point-of-contact for all workplace injuries. Responsible for worker's comp claims from first report of injury. Work with Workman Comp to set up doctor appointments, maintain detailed record of workman comp claim.
25. Coordinate with department head and serve as point of contact for JIF insurance compliance inspections, PEOSH inspections, Parsippany Fire Department, Annual Environmental inspections.
26. Attend meetings provided by NJUA JIF.
27. With department heads, coordinate annual review of Emergency Response/Evacuation plan, organize periodic drills.
28. Maintain all safety training records, both paper and electronic.
29. Assists Executive Director as needed.

Skills and Other Requirements:

Education:

Applicants must possess a Bachelor's degree

Experience:

Minimum of five years' experience as a Human Resources Professional, preferably in municipal, county, authority, state environment or in a related capacity, e.g. work in Employment Law. Certification as a Human Resources Professional is a plus.

Licenses:

Valid New Jersey State Driver's license

Other:

Proficient in Microsoft Word and Excel

Strong oral and written communication skills, ability to read, write and speak English clearly

Ability to manage conflict

Strong interpersonal skills

Knowledge of State and Federal employment laws, e.g. Americans with Disabilities Act, Equal Opportunities in Employment, etc., and the ability to apply same to personnel policies and procedures.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Original: 2-2014

Revised: 1-2016, J. Mondsini

5-2016, M. Marcello

6-2016, J. Mondsini

6-2018, J. Mondsini