



The Ocean County Utilities Authority

Helping to Preserve the Water Resources of Ocean and Southern Monmouth Counties in the State of New Jersey

Manager/Director Human Resources

The Ocean County Utilities Authority, a public regional wastewater treatment facility with 270 employees, is seeking an experienced Manager/Director, Human Resources. The Manager/Director, Human Resources is responsible to oversee the functions and activities of the Authority's HR Department.

The applicant must have a comprehensive knowledge of public sector pension/benefits and NJ and federal labor laws. Experience in negotiating, preparing and administering labor contracts is required.

A bachelor's degree in Human Resources or a related field is preferred. A minimum of 10 years' experience in Human Resources, including 5 years of management responsibility is essential.

The Authority offers a competitive salary along with an excellent benefit package.

How to Apply:

For immediate consideration please mail your resume with cover letter including salary history and requirements to Attn: Human Resources, The Ocean County Utilities Authority, PO Box P, Bayville, NJ 08721.

**The Ocean County Utilities Authority
An Equal Opportunity Employer**

Visit www.ocua.com for information about the Authority

JOB DESCRIPTION ATTACHED

THE OCEAN COUNTY UTILITIES AUTHORITY

Job Description

Position: MANAGER/DIRECTOR, HUMAN RESOURCES

Summary:

The Manager/Director, Human Resources is responsible to coordinate and manage the functions and activities of the Authority's Human Resources Department.

Essential Duties and Responsibilities:

The following list of duties for the Manager/Director, Human Resources is not exhaustive and is subject to change.

1. Oversee the processing of all Authority new hires, promotions, separations and leaves of absence.
2. Counsel and audit management and supervisors on existing and new labor laws, policies, procedures, agreements, and labor relations to assure compliance and consistency throughout the Authority.
3. Work directly with Managers/Directors to assist them in carrying out their responsibilities on personnel matters.
4. Represent the Authority as Chief Spokesperson during contract negotiations with the OPEIU and USW Unions.
5. Manage union grievances, labor arbitrations, and PERC related issues.
6. Develop and maintain current OCUA job descriptions, policy and procedure manuals, and staffing manuals.
7. In consultation with management, develop and administer programs to support the training needs of Authority employees.
8. Participate in the development and administration of employee performance standards.
9. Oversee the management of all Authority benefits including, but not limited to, pension, health insurance, dental insurance, OCUA Medical Bank Program, 457 Deferred Compensation Plan, Aflac Cafeteria 125 Plan and disability and leave programs.
10. Coordinate and administer both the mandatory Drug and Alcohol Testing Program for all OCUA CDL Drivers and the Authority Drug-Free and Alcohol-Free Workplace Regulations.
11. Manage the administration of all Authority workers' compensation claims, including status reports, correspondence and legal matters.

12. Oversee the Authority's Joint Apprenticeship and Training Program.
13. Manage the recruitment of qualified candidates for employment.
14. Assist in the administration of the Authority's safety program.
15. Prepare and manage Department budget.
16. Maintain communication with counterparts within the County and State for information on wages, benefits, employment, and labor relations practices; and with local civic and business leaders and local government leaders regarding public matters of interest to the Authority.
17. Perform other duties as assigned.

Reports To:

The Manager/Director, Human Resources reports directly to the Executive Director.

Supervisory Responsibilities:

The Manager/Director, Human Resources supervises the Human Resources Administrator, Human Resources Benefits Coordinator and Human Resources Assistant.

Qualifications/Requirements:

A bachelor's degree in Human Resources or a related field is preferred. Professional certification such as a Professional in Human Resources (PHR) or a Senior Professional in Human Resources (SPHR) is desirable. The candidate must have a minimum of ten years of related experience satisfactory to the Authority, including five years of management responsibility.

A comprehensive knowledge of employee benefits including public sector benefits and experience in labor relations matters, including union contract negotiations is required. Also necessary is a working knowledge of State and federal safety laws and the Workers Compensation Laws of the State of New Jersey. Some payroll experience/knowledge is desirable.

This position requires the applicant to possess a valid New Jersey Driver License.

Position Level: Executive - 40 hours