

HUMAN RESOURCES MANAGER

JOB SUMMARY

Directly responsible for the overall administration, coordination and evaluation of the NBPA's Human Resources function, which includes developing and maintaining HR policies and managing employee relations, benefit programs, employment, and compensation.

ESSENTIAL RESPONSIBILITIES

- Plan, administer, direct and coordinate all human resources functions and programs.
- Prepare and process payroll.
- Maintain employee personnel files, including employees' benefit and medical files.
- Develop and administer NBPA's benefit programs; compare alternative benefit options and make recommendations; submit proper forms to appropriate organizations.
- Oversee NBPA recruitment; prepare job postings and announcements; review applications; interview applicants; conduct reference and background checks; and provide guidance to Managers during recruitment process.
- Conduct new hire orientation.
- Investigate personnel complaints and grievances.
- Handle the administrative control of Short Term Disability, Workmen's Compensation, FMLA/NJFLA, FLI, and COBRA.
- Attend all Board Meetings and act as recording secretary, including the preparation of the Board Meeting minutes.
- Act as the Public Records Custodian for the Authority in the administration of the Open Public Records Act.

REQUIREMENTS

- Bachelor's Degree required.
- Two (2) or more years experience in Human Resources.
- Management experience preferred.
- Professional in Human Resources certification preferred

Salary range is \$60,000 - \$80,000 based on experience. The New Brunswick Parking Authority offers all full-time employees a comprehensive benefit plan, including: paid vacation, personal and sick time off, holidays, health benefits, dental benefits, vision benefits, enrollment in PERS (Public Employee Retirement System), FSA and more.