

Newtown Township

Human Resources Director (Part-Time)

Position Title: Human Resources Director (Part-Time)

Department: Finance

Reports to: Finance Director/Township Manager

FLSA Status: Exempt

1. Summary

The Human Resources Director is responsible for the administration, oversight, and strategic coordination of the Township's HR functions, including employee benefits, pension and DROP programs, leave administration, compliance, and employee relations. This position serves as the primary HR resource for employees, retirees, and Township leadership, ensuring that HR programs are administered effectively, consistently, and in compliance with applicable laws and collective bargaining agreements. This role performs and oversees day-to-day HR operations while exercising independent judgment and discretion in matters of significance, including interpretation of policies, benefit plan provisions, leave eligibility, and regulatory requirements. The HR Director provides guidance to Township officials and management on personnel matters, compliance obligations, and risk management. Work is performed under the general direction of the Finance Director and/or the Township Manager, with responsibility for independently managing HR functions and making determinations within established policies and legal frameworks.

2. Minimum Requirements

Education

Bachelor's degree in Human Resources, Business Administration, or related field.
A SHRM certification is preferred.

Experience

Minimum of five (5) years of experience in HR and benefits administration, municipal or public sector preferred.

3. Essential Duties and Responsibilities

HR Administration and Employee Lifecycle

- Administers and oversees all onboarding documentation for new hires, ensuring all materials are complete, accurate, and submitted to payroll in a timely manner
- Reviews and approves employment applications, employment verifications, and other personnel documents, exercising independent judgment in responding to requests
- Reviews payroll-related HR data, including personnel changes, deductions, and benefits, ensuring accuracy and compliance
- Maintains standards for employee records and ensures compliance with Township policies and applicable laws

Benefits Administration

- Administers employee benefit programs, including enrollment, changes, and ongoing management of health, dental, vision, life, and ancillary benefit plans
- Interprets plan provisions and applies discretion in resolving employee benefit related questions and claim concerns
- Coordinates with insurance carriers, brokers, and payroll to ensure correct and timely implementation of benefits
Reviews and processes deductible reimbursements and annual disclosures, ensuring compliance with regulatory and plan requirements and coordinates with the Payroll Department

Disability and Leave Administration

- Administers short-term and long-term disability and Family and Medical Leave Act (FMLA) leave, ensuring compliance with federal state laws, including determining eligibility, leave tracking, and application of policies
- Maintains communication with carriers, employees, and payroll to ensure accurate processing and documentation

Pension and DROP Program Support

- Oversees and administers pension and DROP retirement plans, coordinating with actuaries and payroll
- Submits monthly DROP payroll files to Mission Square for processing
- Maintains current pension files and correspondence with retirees and vendors

Compliance and Reporting

- Prepares and submits annual ACA, RDS, and BLS reports
- Ensures compliance with HIPAA, COBRA, FMLA, and other applicable regulations
- Advises management on regulatory compliance and HR policy issues

Workers' Compensation Coordination

- Administers and oversees the workers' compensation program, ensuring timely and accurate claim submission
- Provides injury reports, wage statements, and other documentation to the Township's worker's compensation carrier
- Provides department heads with current WC panel provider lists and necessary forms

Labor Relations and Union support

- Supports labor relation activities, including preparation for contract negotiations by providing documentation and assisting in meetings related to collective bargaining agreements (CBA's)
- Interprets and administers CBA language pertaining to employee benefits, leave, and employment conditions

General Responsibilities

- Supervises assigned personnel, including assigning work, evaluating performance, and making recommendations regarding hiring, discipline, and other personnel actions in accordance with Township policies
- Maintains professional and effective relationships with employees, retirees, vendors, consultants, and Township officials
- Handles confidential and sensitive information with discretion
- Performs other duties as assigned by the Finance Director and/or Township Manager
- Ability to learn the payroll system, and process payroll, as needed

4. Physical Requirements and Work Environment

The physical requirements and working conditions listed below reflect what is generally needed to perform the essential functions of this position:

- Ability to see, hear, and communicate effectively
- Ability to sit, stand, walk, bend, reach, and climb stairs as necessary to perform job duties
- Ability to lift and carry up to 25 pounds
- Manual dexterity necessary to efficiently operate office equipment, including but not limited to, computer, calculator, copier, and related equipment
- Ability to read, interpret, and apply legal requirements, policies, contracts, and decisions
- Work is performed in a busy office environment
- Work involves time constraints, deadlines, and confidential and sensitive information

This job description is intended to convey the general nature and level of work performed by employees in this position and it is not intended to be an exhaustive list of all duties, responsibilities, qualifications and working conditions required. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. In addition, this document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Newtown Township is an Equal Opportunity Employer