

**NEW JERSEY HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

**HUMAN RESOURCES MANAGER, ETHICS LIAISON,
EQUAL EMPLOYMENT OFFICER and AFFIRMATIVE ACTION ADMINISTRATOR**

DEFINITION:

Under the supervision of the Executive Director, the Human Resources Manager is responsible for managing all personnel-related activities of the Authority and serving as the Ethics Liaison Officer to the State Ethics Commission, Equal Employment Officer and Affirmative Action Administrator.

EXAMPLES OF WORK:

- Responsible for the management and administration of the Authority's Personnel Office;
- Keep apprised of changes in employment laws and regulations;
- Manage the employee recruitment and selection process; recruit candidates by means of in-house posting and internet advertising; interact with the NJ State Department of Labor or outside employment agencies for full-time and/or temporary workers; correspond with colleges and universities; review resumes to determine eligibility of applicants; meet with prospective employees, if required, to provide relevant information about the Authority, its operations and policies, its benefits package; and, prepare and forward relevant communications to job applicants; when requested, participate in the interview and selection process;
- Process all documentation required to effectuate employment, including introductory documentation and forms. Meet with new employees to introduce the Authority and its benefits programs. At termination of employment, provide employee with all appropriate reports, notices, and necessary forms;
- Coordinate the participation/departure of employees and eligible dependents in/from all Authority benefit programs; interact with providers, and respond to employee inquiries;
- Manage employee participation in the Public Employees Retirement System (PERS); process enrollment through the Employer Pensions and Benefits Information Connection (EPIC), provide advice with respect to enrollment, transfers, loans, withdrawals; designation of beneficiaries, etc.;
- Prepare, reconcile, and submit quarterly reports of employee Pension and Contributory Insurance contributions and Pension Loan repayments to the State Department of the Treasury;
- Provide information concerning the State of New Jersey Deferred Compensation Program; assist staff in processing enrollment; maintain accurate records and generate bi-weekly transmission reports to transfer funds to sponsor of the New Jersey Deferred Compensation Program;
- Maintain all confidential personnel records of current and former employees;
- Maintain time reports for all employees; generate quarterly accrual reports to the Controller;

- Maintain the Human Resources Information System (HRIS) database for all employees, past and present; track personnel actions affecting employees; e.g., position, salary adjustments, benefit changes, etc.;
- Prepare and develop internal personnel policies and procedures, including acceptable performance standards; prepare written communications on policies and provide clarification when requested;
- Create and update annual performance review forms and participate with supervisors, as requested, in annual performance reviews, interim personnel reviews, discussions and disciplinary actions;
- Prepare and process bi-weekly payroll utilizing Automatic Data Processing (ADP) payroll software and provide the controller with bi-weekly, monthly and quarterly payroll reports and payroll transfer receipts.
- Prepare yearly budget information for the Controller including cost of Health Benefits, Dental Insurance, Authority provided eyeglass and dental allowances, possible retiree payouts, and other miscellaneous expenses;
- Administer and maintain employee participation in Health Care and Dependent Care Spending Accounts as well as the State's Health Benefits, and American Family Life Assurance Company (AFLAC).
- Maintain records for the Authority's post-retirement health benefit program;
- Interact and/or communicate with all current and former Authority employees on personnel-related matters, including the continuation of health benefits post employment, as permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA);
- Counsel or arrange education for staff in subjects related to personnel (e.g. interviewing, affirmative action, ethics, harassment and diversity);
- Provide data to the Controller concerning payroll-related actions affecting employees compensation, such as leaves of absence, terminations, and salary adjustments that may result from raises or the exhaustion of paid time;
- Maintain current description of all existing Authority staff positions; update when necessary;
- Maintain Authority organization chart;
- Coordinate employee parking; maintain accurate records and input employee information and vehicle information into NexPass. Communicate procedures and lend assistance and direction concerning parking rules and regulations;
- Manage the distribution and safekeeping of office keys;
- Respond to outside requests for verification of employment of current and former employees;
- Keep the Executive Director and Division Directors informed of issues affecting the knowledge, skill, health and morale of the Authority staff;
- Recommend and assist in the creation of benefit programs and other programs that benefit the knowledge, skills, health and morale of the Authority staff;
- Act as Ethics Liaison and Equal Employment Officer and Affirmative Action Administrator; and
- Coordinate with the NJ Department of Health to obtain ID badges for new employees.

KNOWLEDGE AND SKILLS:

- Training or experience in Human Resources.
- Thorough knowledge of ADP payroll software or payroll processing services.
- Working knowledge of word processing, spreadsheet and data base software; Microsoft applications preferred.
- Ability to maintain confidentiality.

EDUCATION/EXPERIENCE:

- Bachelor's Degree from an accredited institution with a major in human resources, or a minimum of three (3) years equivalent experience.
- Society of Human Resources Management (SHRM) certification and/or SPHR/PHR certification preferred.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****