



**Township of Lower Gwynedd  
Director of Human Resources (DHR)  
Management (Exempt) Position – 40 hours per week**

**Join the Lower Gwynedd Township Team:**

Lower Gwynedd Township (LGT) is a suburb of Philadelphia with a population of 11,405 and covers 9.3 square miles in Montgomery County. Our rich diverse culture and history makes LGT an amazing place to live and work. We pride ourselves on creating an environment where you can truly make a difference and enrich your life and others', every day.

Township employees are the Township's most important asset and critical to provide impeccable services for an equally incredible, diverse and well-educated citizenry. Working for LGT is not just work - it is a chance to serve our neighbors and make a difference in our community. We believe in transparency, growth, and giving the residents of LGT the government they deserve starting with our valuable employees from public safety to public works to administration. If you have a passion for excellence in public service, we hope that you will join us in making our Township a great place where we can all learn, live, grow and provide a high quality of life and participatory government for our employees and residents.

**Position Summary:**

This is highly responsible public human resources (HR) managerial work involving transactional daily duties as well as planning and coordinating the transformational responsibilities of the Human Resources (HR) Department to partner with all Township departments in a proactive, strategic manner to maximize the importance, potential and value of Township employees. This position is the catalyst to promote a safe work environment, fairness, open communications, compassion and accountability as well as mutual trust and respect. The DHR provides leadership and guidance for creativity and innovation through programs, policies, practices to facilitate the Township's commitment to excellence, quality performance and legal compliance.

This is a hands-on position responsible for all facets of a full-service one-person HR Department for 46 employees, including but not limited to, employee and labor relations, coordinating the shared function of payroll with the Finance Department, healthcare administration, compensation/classification systems, job descriptions, policy and procedure development, revision and interpretation, recruitment, selection, retention, onboarding, orientation, out-processing, organizational training, medical leaves, FMLA, ADA compliance, HIPAA, safety and wellness programs, performance excellence, labor contract negotiations/codification of labor agreements, etc. This position also assists with litigations, grievances, arbitrations and properly handles material of a highly confidential nature. The work requires that the employee have thorough knowledge, skill and ability in all phases of human resources and labor relations.

**Supervision:**

Position reports directly to the Township Manager.

**Essential Functions (Responsibilities include, but are not limited to):**

Acts as a strategic partner with the Township Management Team to advise on the current state of employee-employer relations to build and create best practices in the organization.

Serves as the Township's ADA/EEOC/Privacy Officer.

Oversees all human resources functions for approximately 46 employees.

Develops, recommends and directs all activities of the municipal HR programs pertaining to talent acquisition management, employee selection and placement, compensation and benefits, employee evaluation, performance excellence, technology, workforce analytics, employee relations and discipline, record keeping, and research.

Administers the employee benefits budget for approximately 46 employees for medical, prescription, dental, vision, opt-out waiver, life insurance, accidental death & dismemberment (AD&D), long term and short term disability (LTD & STD) for active employees, retirees and COBRA participants; making sure employees and dependents are added or removed timely and monthly invoices are reconciled and paid.

Administers and manages FMLA, ADA, HIPAA, sick leave programs and usage.

Administers the Employee Development Program for performance excellence, annual performance reviews, performance improvement plans, progressive discipline or other corrective actions, last chance agreements, etc.

Ensures compliance with all federal, state and local laws for healthcare, pension, immigration (I-9) compliance.

Administers compensation classification system for all employees in compliance with the FLSA, court orders, levies, garnishments, etc.

Administers the programs of safety, wellness, organizational training & development, mentoring, succession planning, employee recognition and leadership development.

Coordinates talent acquisition for the recruitment, selection (all pre-employment checks, drug testing, child abuse clearance, fingerprinting, motor vehicle, physicals, credit reporting), promotions, transfers, assignments, onboarding and new employee orientation. Ensures collective bargaining agreement, pre-employment screening, etc. are followed.

Assists in administering the Township's defined benefit plans, defined contribution 401a plan, Deferred Retirement Option Pension (DROP) Plan, deferred compensation 457 plan with compliant & updated plan documents amended as needed. Assists the Actuary in preparing all pension estimates and final calculations for retirements.

Ensures the Township is legally compliant with many complex employment laws of the Fair Labor Standards Act (FLSA), Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), Family and Medical Leave Act (FMLA) with the Health Insurance Portability and Accountability Act (HIPAA), Department of Transportation (DOT), Unemployment Compensation, Workers Compensation/Light Duty, the Heart & Lung Act (HLA) and Act 57, Affordable Care Act (ACA), military leaves in accordance with Uniformed Services Employment and Reemployment Rights Act (USERRA), police hiring and promotions in accordance with Veterans Preference. All of these laws must conform to the Pennsylvania Human Relations Commission (PHRC), Equal Opportunity Commission (EEOC), Age Discrimination in Employment Act (ADEA) and Local Agency Law.

Facilitates employee and labor relations with all employees, the union and retirees.

Assists the Township Manager in labor negotiations in accordance with Act 111 and maintains codified labor agreements.

Coordinates the preparation of payroll with the Finance department.

Coordinates with the Information Services and Finance Departments for best-in-breed financial and human resources systems to leverage technology and data for performance excellence and workforce analytics.

Assists the Township Manager and legal counsel for litigious issues of grievances, arbitrations, unfair labor practices, law-suits, union negotiations, etc.

Manages Substance Abuse, Workplace Violence and Employee Assistance Programs (EAP), random drug testing, out-processing of employees (whether resignation, termination, retirement), paid leave, tuition reimbursement, mortgage and employment verifications.

Maintains employee personnel and medical records and files electronically and manually.

Maintains updated ADA compliant job descriptions.

Writes, maintains and administers all policies & procedures, employee handbook and assists with union contract.

Prepares and distributes Summary Benefit Comparisons (SBCs), Summary Plan Descriptions and all healthcare documents.

Continually evaluates and seeks cost efficient and feasible healthcare programs and alternatives; assist in negotiating annual healthcare renewals.

Administers retiree healthcare benefits for Police to age 65 or Medicare eligibility; ensures retirees are removed timely.

Coordinates with vendors and healthcare carriers, and other agencies to ensure the efficient operation of the HR infrastructure.

Submits all required state reporting (EEO4, new hire, etc.) and coordinates all post-employment benefits (OPEB), Governmental Accounting Standards Board, Rule 45 (GASB- 45) reporting.

Keeps informed about the latest HR public sector developments and industry best practices through reading professional HR related publications and by attending HR conferences, seminars and consortium meetings.

Develops department budget and controls expenditures within fund allocations. Acts as a good steward of the Township's resources and ensures control of the departmental and healthcare budget.

Attend Daytime and Nighttime Meetings as needed

Maintains highly confidential information, records and materials.

Performs related work as required.

## **Qualifications:**

A bachelor's degree from an accredited college or university in human resources, business or public administration or a closely related field plus a minimum of five years of progressively responsible experience in human resources administration, or an equivalent combination of education and qualifying experience. Public human resources experience is preferred. A master's degree in human resources administration or a related field is a plus.

Professional or Senior Professional in Human Resources (PHR or SPHR) certification and/or SHRM Certified Professional (CP) a plus.

Knowledge of public sector, municipal experience, local government processes, procedures, and associated affiliations preferred.

Thorough knowledge of the principles and practices of public human resources administration, employee relations and applicable state, federal and local laws.

Considerable ability to negotiate collective bargaining contracts and to resolve grievances and conflict resolutions.

Considerable ability to represent the Township in litigious venues.

Considerable ability to utilize Microsoft Office software such as Word, Excel, Access, Power Point and Outlook for report writing, spreadsheet manipulation, database and electronic communication functions.

Thorough ability to administer the activities of a municipal HR Department and to supervise the work of others.

Thorough ability to develop short and long term development and operational plans and programs and make difficult decisions within deadlines in an environment of professional standards, limited resources and competing claims.

Thorough ability to establish and maintain effective working relationships with supervisors, subordinates, associates, healthcare carriers, actuary, officials of other agencies, elected officials and the general public.

Considerable ability in oral and written communications, and in maintaining information in confidence.

Possess sound negotiation skills to leverage performance excellence.

Ability to think and act strategically and proactively.

Good knowledge of statistical and work force analysis.

Excellent verbal, written, analytical, communication and presentation skills.

Ability to analyze, prioritize, organize and problem solve at both a strategic and functional level.

Demonstrated ability to lead people and get results through others.

Valid automotive driver's license.

**Physical Requirements:**

Ability to sit for up to 8 hours a day and to move about the department and Township building.

Ability to utilize computer equipment including keyboard, calculator and/or adding machine.

Ability to use both hands for firm grasping, repetitive actions and fine manipulation including typing and writing.

Ability to lift and carry from 10-25 pounds of materials up to 20% of the workday involved in routine office procedures.

**How To Apply:**

A competitive salary is DOQ with an excellent benefits package; applicant is required to successfully complete a comprehensive background check and verifications.

To apply, submit a cover letter and resume along with salary history in one document to Roseann McGrath at [Roseann@rmcgrathconsulting.com](mailto:Roseann@rmcgrathconsulting.com) no later than May 28, 2021. Lower Gwynedd Township is proud to be an EOE who values diversity, equity, and inclusion.