

Job Description
Job Title: Human Resources Manager

THE YORK WATER COMPANY
Job Description

JOB TITLE: Human Resources Manager

EXEMPT: Yes
DIVISION: G & A
LOCATION: Main Office
REPORTS TO: Vice President of Human Resources

JOB CODE: 005
DEPARTMENT: Human Resources

PREPARED BY: VP-Human Resources
APPROVED BY: CAO

DATE: May 2022
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SUMMARY: Coordinates, administers, and evaluates essential human resource functions of the organization in support of Executive Management and Vice President of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop and maintain human resource policies and procedures for company personnel and company handbook.
2. Develop and execute department goals, objectives, and strategies.
3. Plan, design, and conduct new employee orientation to foster positive attitude toward Company goals.
4. Evaluate, implement, and administer benefit programs as necessary.
5. Ensure compliance with and understanding of the company's performance evaluation process.
6. Ensure the company is in compliance with all local, state, and federal regulations, guidelines, and legislation including but not limited to EEO, ADA, ERISA, OSHA, etc.
7. Responsible for the company's recruitment and retention tactics and strategies for company personnel and prospects; on boarding, employee relations, monitors career-pathing, etc. in support of the corporate talent acquisition and retention strategies.
8. Design, evaluate, and administer company wellness program.

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9. Promote the Company's image within the communities we serve by volunteering, joining and participating in community-oriented events and organizations and water/wastewater industry organizations.
10. Develop and maintain a human resources information system that meets Executive managements information needs.
11. Exhibit positive and professional behavior with all individuals within and outside of the Company as a representative of Company management.
12. Perform other related duties as identified, required and assigned.
13. Recruit, interview, hire, and train new staff and management as needed throughout the organization.

SUPERVISOR RESPONSIBILITIES:

14. Oversee the daily workflow of the Human Resources department.
15. Provide constructive and timely performance evaluations.
16. Handle discipline and termination of employees in accordance with company policies and procedures.
17. Evaluate and monitor department initiatives and established goals in accordance and comparison to organizational initiatives and strategies.
18. Be self-directed and disciplined in work and produce high quality work consistently.
19. Innovative and driven to identify and create opportunities, efficiencies, and improvements in the Human Resources management.

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QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; and a minimum of five years related experience; or equivalent combination of education and experience. SHRM-Certified Professional (SHRM-CP) or Society for Professional Human Resources (SPHR) credential preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to executive management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as interest, proportions and percentages.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid PA driver's license

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use common office equipment and Microsoft technologies.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit.

The employee must periodically lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Prolonged periods of sitting at a desk and working on a computer.

The employee must be able to work under stress and work additional hours in order to meet deadlines.

WORK ENVIRONMENT:

The employee typically works in a professional office setting. The noise level may be moderate to loud at varying company facilities and/or job sites when visited.