

Strategic Human Resources Business Partner/Director- job post

[Elwyn New Jersey](#)

481 reviews

Vineland, NJ 08360

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Elwyn New Jersey is accepting resumes for a Labor Relations / Human Resources Professional to work in Vineland, NJ. This position is critical to the day to day operations of the human resources function supporting 48 community-based group homes and 7 day programs that employs 650 staff for a regional provider of services to individuals with developmental disabilities.

This position is subject to a mandatory preemployment background check, drug screen and physical. Only candidates who apply, provide minimum salary requirements with their resume and application, and meet the minimum qualifications will be considered for an interview.

POSITION SUMMARY: As the key strategic Human Resources (HR) business partner and member of the leadership team, this position partners with the business by providing full-service support in the day-to-day needs of employees, service areas, support departments and managers in all aspects of HR functions, including talent acquisition, employee engagement and retention, compensation, organizational development, performance management, affirmative action plan (AAP) development and outreach, employee onboarding, benefit programs, employee and labor relations, communications, training and development on HR-related topics, leave management, payroll consulting, and in development and implementation of policies, procedures, and best practices. Also partners with key leadership in the development of HR strategies and initiatives in coordination with organizational goals and objectives.

DUTIES & RESPONSIBILITIES

- Partners with the leadership team as the key strategic HR business partner to support the organization's mission, vision, and philosophy and overall operational goals, objectives and initiatives by recommending, advising and developing HR strategies and best practices, programs, processes and initiatives, ensuring operational excellence and compliance with all local, state and federal employment regulations and statutes
- Serves as the agency's key contact for all levels of labor relation support to managers. Tasks include but are not limited to negotiation of collective bargaining agreements, facilitating periodic labor-management meetings, reviewing grievances, and coordinating arbitration activities.
- Counsels and coaches managers and employees to achieve problem resolution on employment issues and ensures standard application of corporate policies and procedures in all actions
- Provides recommendations for resolution of employment conflicts
- Leads employee investigations, as needed, and facilitates conflict resolution
- Provides advanced employee relations consultation by coaching managers and employees in problem solving techniques, ensuring fairness and maximum productivity
 - Assists employees and managers in performance management processes, including setting expectations/objectives, providing effective feedback, performance evaluations, recognition and rewards, and corrective action, with the ability to review and revise necessary documentation
 - Advises, consults and coordinates with leadership in development of documentation and procedures in counseling, performance managing and disciplining employees, in accordance with corporate policy and in compliance with federal, state and local employment laws and regulations

- Works directly with members of leadership with regards to competitive compensation structures, promotions, transfers, performance management, etc.
- Participates in the periodic review, revision and general maintenance of position descriptions and classifications
- Exercises independent judgment in analyzing complex and diverse workplace issues
- Educates leadership and employees in all areas of HR, including corporate policies and procedures; manages general inquiries by providing information and referrals
- Works cohesively with Staff Development to develop and implement training programs on various topics, including preventing harassment, performance management, leadership and effective interviewing skills trainings and new employee orientation
- Develops and generates reports to yield particular data for analysis pertaining to employee personnel information and data, turnover analysis, EEO, promotions, etc.
- Provides direct support to, supervises/manages, trains and mentors assigned staff with respect to HR activities (including employee onboarding, transactions, system data entry and file maintenance, etc.), career development, workplace issue resolution, and performance management
- Assists corporate Risk Management in the implementation of workers compensation and workplace safety programs and Risk Management policies; oversees OSHA reporting
- Administers and oversees job classification program, including classifying/reclassifying positions and assisting in the development of position descriptions
- Drives talent acquisition and retention initiatives and orientation of new staff
- Recommends and implements strategies and best practices for advertising, talent pipeline building, hiring and onboarding processes
- Maintains posting of employment opportunities, including outreach to local community officials concerning existing vacancies and representation at job and career fairs
- Coordinates organizational HR communications initiatives
- Oversees benefit administration activities including coordination of new hire and annual enrollments activities, and coordinates with leadership, finance and insurance broker to develop, recommend and implement new benefit programs
- Coordinates statutory local, state and federal leave requests with program administrator and operations; coordinates other company leave requests with operation and program leadership
- Assures that salaries are reviewed and recommendations are in keeping with salary administration structures and policy
- Completes Equal Employment Opportunity (EEO) reports and oversees the ongoing maintenance of AAP and goals
- Coordinates responses to Equal Employment Opportunity Commission (EEOC), NJ Department of Labor and Workforce Development, and any other applicable administrative employment agency claims
- Oversees exit interviews and offboarding
- Establishes and maintains systems to assure that records meet regulatory requirements
- Prepares and maintains monthly HR reports as assigned
- Provides temporary staffing at manager's request
- Prepares for and attends unemployment compensation and employment hearings as necessary
- Complies with necessary recordkeeping, reports, statistics, etc. for employee relations matters, as necessary
- Works with closely Payroll to ensure compliance with federal and state wage and hour requirements
- Performs in rotation of on-call executive duties
- Performs other related duties as required

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

- High school diploma with human resources certification (any of the following preferred: PHR/SPHR/SHRM-CP/SHRM-SCP/CCP/CEBS/CBP) and, in lieu of bachelor's degree, the equivalent relevant work experience required; bachelor's or master's degree in business or public administration, human resource management, industrial relations or related field of study preferred

- Minimum ten (10) years' experience in a human resources (generalist preferred) with five (5) years in a leadership role; five (5) years labor relations experience required; first chair union negotiation experience preferred
- Demonstrated knowledge and experience with:
 - Labor management
 - Development of human resources initiatives, programs and processes and proven project management experience
 - Training development and delivery
 - Full life cycle recruitment and development of talent acquisition strategies
 - Development of new employee benefit programs, including health and welfare and retirement programs, and in day to day implementation and administration of employee benefit programs preferred
 - Administering compensation programs; experience in the development of compensation systems preferred
 - Administration of human resources-based technologies/systems (HRMS), preferably with ADP HRMS Enterprise, Enterprise eTime Time and Labor Management, Benefit Marketplace, Recruiting Manager Applicant Management System, ADP Health Compliance
 - Vendor selection and management
 - Employee records management and audit preparation
 - Developing and administering AAP strategies, initiatives and outreach
 - Coaching and counseling employees and managers on complex employee relations issues
 - Handling sensitive employee relations matters and conducting complex employee relations investigations; experience responding to EEOC, HRC, DOL and any other applicable administrative employment agency claims
 - Developing and administering reward and recognition programs
 - Developing and administering employee engagement programs
 - Developing, implementing and administering performance management and appraisal systems and tools preferred
- Workplace safety, workers compensation, OSHA preferred
 - Must possess excellent customer interaction, collaboration, and written and verbal communication skills
 - Demonstrated intermediate experience with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint; Publisher and Access and report-writer experience preferred
 - Non-profit human service experience highly preferred
 - Experience in labor management and labor relations preferred
 - Project management experience preferred