

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Authority Position Available: Human Resources Manager

Date Posted: August 11, 2014

SUMMARY: Primary responsibilities include: policy/contract administration, recruitment, benefits administration (health/welfare), risk management, employee/labor relations, performance management and special events coordination.

SOME ESSENTIAL JOB FUNCTIONS:

- Utilize broad human resource knowledge to resolve employment issues, initiate new projects, and improve the effectiveness of current operations through personnel management initiatives.
- Develop, promote, implement, manage and maintain effective HR policies, programs, procedures, and practices. Develop and implement personnel policies and procedures.
- Administers employee benefits, such as health, life, disability, workers compensation, Family Medical Leave, COBRA, unemployment compensation, EAP, etc.
- Maintains related contracts for all benefits and submits requests for proposal as needed. Researches other benefit options prior to expiration of benefit contracts.
- Responsible for all recruitment efforts. Conducts new hire / benefit orientation and exit interviews.
- Reviews the Employee Handbook to ensure compliance with current employment law and revises, as needed, with Board approval.
- Administers compensation program; monitors performance evaluation program and revises as necessary.
- Union relations activities include contract administration, contract negotiations, grievance, arbitration and termination procedures.
- Reviews and updates ACHA job descriptions as needed and in accordance with ADA requirements.
- Foster positive employee relations climate in an organization that has both union and non-union employees.
- Provide appropriate coaching and counseling to management including progressive discipline process, day-to-day leadership and guidance regarding employment issues, various HR-related issues, performance improvement.
- Performs other related duties as required.

EDUCATION/EXPERIENCE: Bachelor's degree in Human Resources or related field. 8-10 yrs experience in Human Resources with HR initiatives and systems. Strong analytical, written/oral communication, interpersonal, conflict resolution skill is required. Labor Relations experience preferred.

SPECIAL REQUIREMENTS:

1. Communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
2. Relates well with others including superiors, colleagues, and individuals inside and outside the Authority. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
3. Ability to manage change through strong relationships with leaders and other levels of the organization. Ability to influence decision makers, to persevere and do what is necessary for successful completion.
4. Must possess current PA Driver's License and use personal vehicle as needed.

PHYSICAL REQUIREMENTS: Ability to physically perform the duties and to work in the environmental conditions required of a position of this class.

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY, ATTN: HR,
625 STANWIX STREET, 12th FL., PITTSBURGH, PA 15222 OR EMAILED TO: hr@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER