



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Director, Human Resources

Class Title: Director, Human Resources
Class Code: T6618
Office: Bureau of Human Resources
Apply By Date: October 22, 2021
Work Hours: Monday-Friday
Work Location: Finance Building, Harrisburg, PA 17120

You will have the opportunity to work from home (telework) up to 2 days a week. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.

THE POSITION

The Director of Human Resources has the overall responsibility for developing strategies which reflect Treasury's valued relationship with its represented and non-represented employees. The Director oversees the development and implementation of Treasury-wide HR policy and collaborates with others to ensure appropriate compliance with those policies, practices and with the requisite regulations. This is a senior level professional position which directs a full functioning human resources department, including employee / labor relations, classifications, benefits, recruitment, replacement, training programs and human resource systems, while concurrently facilitating efficient operations to meet current and future business needs within the Bureau of Human Resources, the Bureau of Training and the Treasury Department.

The Director of Human Resources will provide guidance, support and advice on a variety of HR disciplines and will serve as a true strategic business partner while working closely with other key leaders and senior management to ensure HR effectiveness and maintain a positive culture while leading and promoting HR and training initiatives and programs that align with Treasury's goals. This position reports directly to the Chief of Staff.

DESCRIPTION OF WORK

Tasks performed by the position include, but are not limited to:

Administers and oversees the administration of human resource and training programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development

Collaborates with senior management to understand Treasury's goals and strategy related to staffing, recruiting, and retention.

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Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives to support Treasury's human resource compliance and strategy needs.

Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.

Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior management.

Leads the development of culturally appropriate labor and collective bargaining strategies in support of departmental and Treasury interests and objectives.

Works collaboratively with multiple stakeholders, strategizes, plans and directs Treasury wide programs.

Provides a full range of labor relations consultation services to Treasury departments and human resource professionals, including compliance with applicable collective bargaining agreements and Treasury's employee policies.

Staffs and/or oversees various committees established in collective bargaining agreements.

Serves as a subject matter expert on Treasury policy and practice for non-represented staff; counsels and guides colleagues on complex employee related issues.

Provides thought leadership, in collaboration with the Senior Management & Directors across Treasury, and recommends ways to build and proactively engage non-represented staff.

Proactively plans for, identifies and oversees the design (or amendment) and implementation of HR and Training related Treasury policies.

Collaborates with Treasury colleagues and with the Office of the General Counsel to promote and monitor compliance with state and federal employment and labor laws and Treasury HR policies; and recommends best practices while reviewing and modifying policies and practices to maintain compliance.

Designs and delivers or assists in the development and delivery of training to colleagues on employment-related policies, practices and compliance including the Treasury's collective bargaining agreements, how to manage in a union environment, and progressive discipline.

Manages the development and maintenance of Treasury's Human Resources Information Software.

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Supervise staff from the Bureau of Human Resources and Bureau of Training while facilitating professional development, training, and certification activities.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the principles of position classification in the public service including current developments and techniques for specialized needs and occupational groupings.

Knowledge of the principles of employee training and development.

Knowledge of the principles and practices of employee selection, development, and Equal Employment Opportunity.

Knowledge of employee benefit administration.

Knowledge of the principles of employee relations.

Knowledge of advanced principles, methods, and techniques of public human resource administration.

Knowledge of the principles and practices of public administration.

Knowledge of the principles, practices, and techniques of recruitment, placement, and out-placement functions.

Ability to apply the above referenced knowledges in the administration of the agency's human resource program.

Ability to understand and apply Treasury's Human Resource and Payroll System.

Ability to supervise human resource work of an operational and developmental nature including the identification of needs, the establishment of working priorities, the development of methodology, supervision of staff, resolution of technical difficulties, preparation of recommendations and reports.

Ability to apply knowledge of current developments in public human resource management including the inter-relationships of various functions to the areas of assignment.

Ability to prepare and to supervise the preparation of involved rules, regulations, procedural systems, and other management controls.

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Ability to develop and maintain effective working relationships with associates, supervisors, managers, representatives of employee organizations, and the general public.

Ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in Human Resources, Public Administration, Business Administration, or related field required;

5-10 years of management experience of increasing responsibility in collective bargaining, labor relations, contract administration and policy development; working knowledge of federal labor and employment law including the NLRA, FLSA, FMLA, ADA required.

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