



NASSAU COUNTY OFFICE OF HUMAN RESOURCES

JOB ANNOUNCEMENT

HUMAN RESOURCES MANAGER

Posted: September 24, 2019

Filing Deadline: Open Until Filled

The Nassau County Office of Human Resources is currently accepting resumes for a Human Resources Manager. As a Human Resources Manager, reporting directly to the Director of Human Resources, the candidate will be expected to assist in supporting busy, fast-paced County-wide personnel operations and tasked with delivering strategic HR expertise, coordinating and communicating HR initiatives occurring throughout the County.

Duties and Responsibilities:

- Support and implement employee benefits programs, such as Health, Dental and Optical, including procuring vendors where appropriate to provide benefits
- Collaborate and coordinate daily benefits program administration including supporting and organizing vendor communication and information sessions
- Perform routine review of benefits project and programs, as well as evaluate vendor selection and cost-effectiveness
- Provide comprehensive benefits counseling to employees
- Assists in updating job descriptions as needed
- Conducts on-boarding appointments and exit interviews
- Assists with training, as needed
- Enforces management guidelines by preparing, updating, and recommending Human Resources policies and procedures
- Partners with Department staff in identifying opportunities for continuous improvement of HR operations and services, including HR process automation; updates materials and streamline processes; provide input on and work toward new systems and procedures
- Assists Department and employees with Human Resources-related issues, as needed
- Assists Departments in the implementation of Office of Labor Relations grievance and stipulation awards
- Responds to employee relation issues and coordinates resolutions; recommends and facilitates effective solutions in alignment with applicable policies, laws and County/Union contractual agreements

Skills:

- Recruitment and retention
- Human Resources Management practices
- Compensation and Benefits Administration
- Communication processes
- Understand Employment Law issues

Qualifications:

- Bachelor's degree from a four-year college or university
- 5+ years of experience in progressively responsible Human Resource roles or similar work experience required
- Ability to maintain the highest degree of confidentiality, possess a high level of professionalism
- Prior experience in Benefits Administration is preferred
- The selected candidate must successfully clear a background investigation

Candidate must meet residency requirements. Salary is commensurate with experience.

For consideration, please submit resume and cover letter to:

jobs@nassaucountyny.gov

with "HR Manager" in the subject line.

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER BASIS PROTECTED BY LAW