DEPARTMENT OF HUMAN RESOURCES

ASSISTANT DIRECTOR OF HUMAN RESOURCES

JOB SUMMARY:
At the direction of the Human Resources Director, the Assistant Director of Human Resources assists in matters of human resources administration; coordinates personnel programs, policies and practices for the employees of the jurisdiction including but not limited to: employee and labor relations, policy development and recommendation, labor law compliance, compensation and benefits, employee training and development, and recruitment and retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with in the handling of personnel and employee relations problems, including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions.
- Assists in the establishment of policy regarding personnel practices.
- Provides advice and assistance on personnel issues.
- May direct personnel activities of the jurisdiction.
- Disseminates policy and procedural information to appropriate staff.
- Maintains information of employee performance evaluation.
- Recruits personnel.
- Coordinates the training needs of the jurisdiction.
- May conduct or supervise the conduct of research for studies involving personnel issues.
- Maintains a job classification and salary plan.
- Establishes and conducts procedures for hearing and adjusting employee grievances.
- May supervise the preparation of ordinances or resolutions for the creation of new positions, and other personnel matters.
- Investigates personnel problems.
- Prepares reports.
- Attends warning and termination hearings/meeting.
- Perform any other duties as required or assigned.

MINIMUM REQUIREMENTS:
Bachelor's Degree in Human Resources, Organizational Management or related field; and at least five (5) years of increasingly responsible experience with primary responsibilities leading human resources operations. A Master's Degree is preferred. An HR certification (such as S/PHR or SHRM-CP/SCP) is highly desirable.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.