

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

RESOLUTION #21-130

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR HUMAN RESOURCES DIRECTOR**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Human Resources Director and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for: Human Resources Director in the Administration Department;

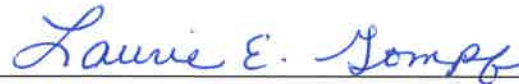
WHEREAS, the Administrator be authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 19th day of April 2021, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that these job descriptions be and are hereby approved.

Date Adopted: April 19, 2021

CERTIFICATION

I, Laurie E. Gompf, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 19th day of April, 2021, via Zoom Video Communications.



Laurie E. Gompf, RMC, CMC
Municipal Clerk

HOPEWELL TOWNSHIP

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Job Title: Human Resources Director
Department: Administration
Supervisor: Township Administrator

Date: April 2021

Position Summary:

Serves as Human Resources contact for the Township Employees. Responsible for carrying out various administrative, benefit, payroll and clerical tasks. Deals with matters and records that are confidential in nature. Expected to work independently and exercise judgment.

Essential Functions:

- * Prepare and submit bi-weekly payroll for employees.
- * Mail agency checks and provide agency checks to appropriate departments.
- * Point of contact for all Township benefits (medical, pension, 457 etc.).
- * Organize resolutions and ordinances as prepared by Township officials.
- * Confirm web based quarterly reports for pension systems (IROC reports).
- * Send Worker's Compensation initial claim forms to state and to insurance company.
- * Maintain detailed logs on each Worker's Compensation claim that is processed in the absence of JIF Safety Coordinator.
- * Track employees paid leave (vacation, sick, personal, annual leave and compensation time) throughout year.
- * Provide and process NJ State Temporary Disability Forms, as needed.
- * Analyze and process insurance bills for bill list.
- * Prepare yearly reports (Hourly Liability, etc.).
- * Prepare bi- yearly reports and surveys (EEO-4, etc.).
- * Assist in the recruitment and hiring of personnel for all departments (except Police).
- * Coordinate and participate in the interviewing process.
- * Coordinate pre-employment physicals.
- * Coordinate random drug testing for Public Works.
- * Prepare employment letters, contracts and appointment resolutions.
- * Orient new employee – present and explain the full employee benefit package; arrange to have all pertinent forms completed and returned in a timely manner.
- * Coordinate deferred comp appointments with deferred comp representation.
- * Process pay raises, track longevity and other types of pay changes.
- * Participate in exit interviews, as necessary.
- * Administer the employee benefits program, enroll new employees and

report additions, changes, or terminations, and assist employees with claim problems.

- * Open, stamp and distribute mail for Administrator, when Assistant is absence.
- * File documents; maintain files in an orderly fashion; purge documents when necessary.
- * Assist in making changes to the Personnel Policy and Procedure Manual.

Other Functions:

- * Assist Assistant to Administrator as needed.
- * Act a back-up closer for receptionist, as necessary.
- * Maintain payroll binders with all payroll records.
- * Maintain pension system binders with reports.

Qualifications:

- * High school and/or college education and related work experience in the human resources field.
- * Considerable knowledge of the fundamentals of administrative organizations.
- * Ability to deal effectively with a wide range and variety of associates.
- * Ability to write clear, concise reports that include viable recommendations.
- * Ability to identify and analyze procedural problems.
- * Knowledge of various computer software programs.
- * Knowledge of office practices and procedures.
- * Ability to follow complex instructions through to completion and to maintain internal controls.
- * Ability to keep clear and concise records.
- * Ability to maintain harmonious working relationships with other employees.
- * Ability to deal with the public in a courteous manner both in person and over the telephone.

Physical Requirements:

- * Prolonged periods of sitting at desk and working on computer.
- * Must be able to navigate various departments of the Township's physical premises.