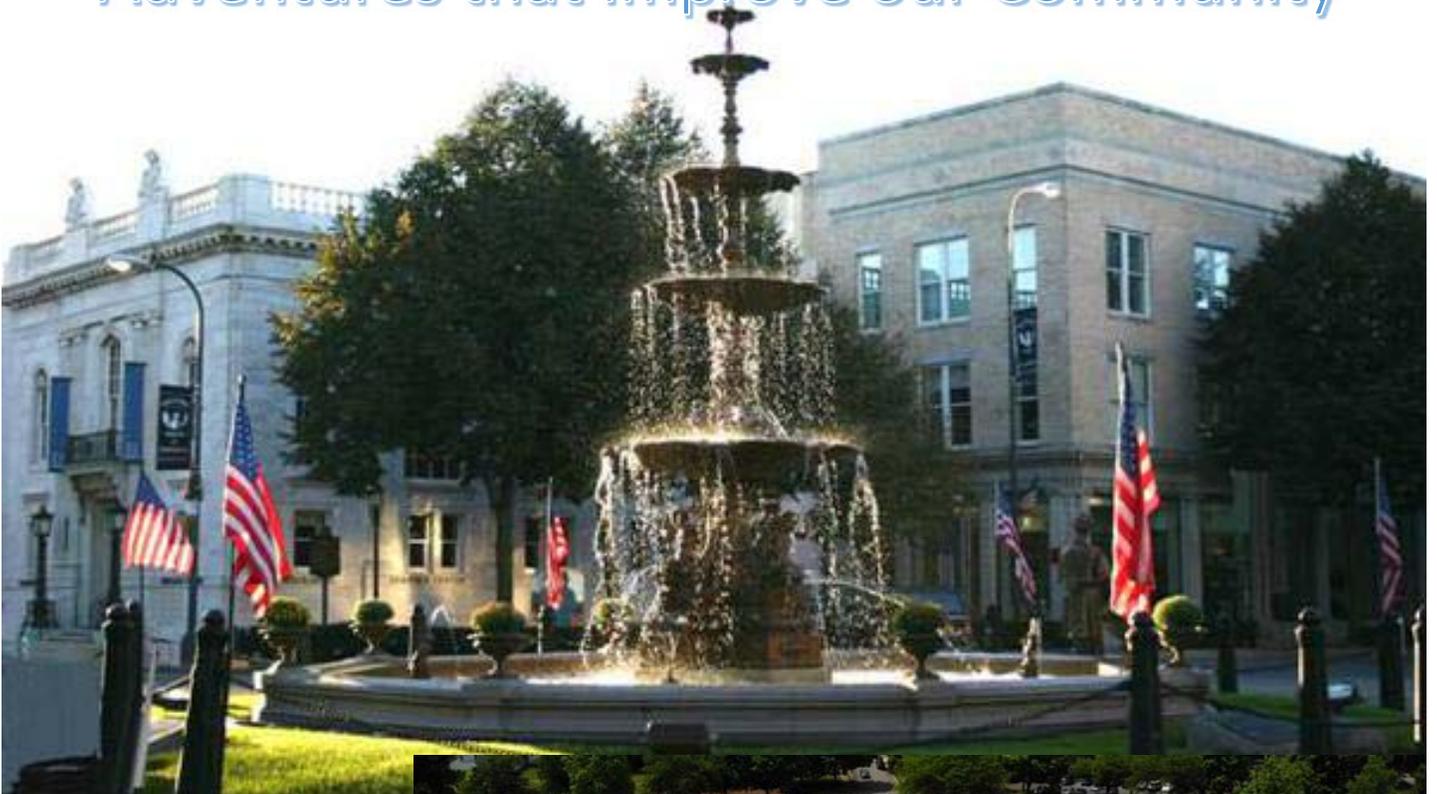


# Borough of Chambersburg

## Join the Team

Adventures that Improve our Community



Borough of Chambersburg  
Personnel Office



**BOROUGH OF CHAMBERSBURG  
POSITION OPENING**

**Deadline: Apply no later than August 24, 2020, by 5:00 PM**

**[Link to Indeed application on Borough Website under Employment Opportunities](#)**

**BOROUGH OF CHAMBERSBURG  
100 S. 2ND ST. CHAMBERSBURG, PA 17201**

**CLASSIFICATION:** Human Resources Supervisor

**GRADE:** NB 12

**RATE OF PAY:** \$32.58-\$34.56

**PLACE OF WORK:** Borough Hall Utilities Addition (100 S. Second St)

**HOURS OF WORK:** Generally 8:00 AM - 5:00 PM, Monday through Friday

**TYPE OF WORK:**

**GENERAL STATEMENT OF DUTIES**

Serving as the Office of Personnel & Payroll Supervisor, a part of the Administrative Services Department, and under the supervision of the Borough Manager. The Borough Manager serves as Personnel Officer for the Borough of Chambersburg, and the Personnel Office/Human Resources Supervisor will often serve as the Manager's designee for human resources operations. Further, the Supervisor is responsible for developing and leading a flexible and responsive team of human resources professionals; currently at three direct reports. With a strong internal and external customer service orientation, the Supervisor guides the implementation of personnel policies, procedures, objectives, and practices carefully designed to support fully the administration's strategic goals and objectives.

The incumbent must be able to assume a role of principal strategic advisor on human capital initiatives, budgetary impacts of personnel decisions, and partner with Department Heads and Assistants throughout the Borough organization to develop, implement, and maintain effective human resources strategies, functions, and systems.

Responsible for supervising the successful day to day execution of personnel management programs to include payroll, benefits, workers compensation, retirement counseling, labor relations, diversity & outreach, training & professional development, health & safety, and the normal range of personnel activities such as hiring, appointments, onboarding, promotions, transfers, terminations, discipline, and labor relations, etc.

The Borough Manager acts as the lead on all these functions and the Supervisor is the primary assistant.

Knowledge and experience in municipal human resources including in a unionized environment. Understanding or ability to learn about self-insurance, health insurance pools, workers compensation in a government organization, public employee labor relations, diversity & inclusion program development/implementation/management, and the implementation of new computer software to manage human resources.

The Supervisor provides strategic leadership by articulating personnel needs and plans to the Borough

Manager with a chief objective to create a high-performance culture that emphasizes quality, inclusion, and business focused solutions. Key areas of responsibilities include recruitment, training, health, safety, diversity, payroll, benefits, and a variety of strategic planning and budgeting activities.

### **DISTINGUISHING FEATURES OF THE CLASS**

As the lead human resources professional, the incumbent is responsible for handling a variety of moderately difficult administrative details, thus freeing the Borough Manager for planning and carrying out important administrative responsibilities. The work may involve performing a variety of tasks, or supervising or participating in the gathering of information, making of statistical analyses, studying of special administrative problems, and developing improved systems, procedures and forms that lower operating costs or increase efficiency, conducting independent research studies, and making recommendations. The incumbent is capable of participating as a member of the Borough's team in labor/management meetings and grievance hearings. Directives, letters and memoranda are prepared regarding the implementation of administrative rules and regulations. Frequent contacts made with Department Heads, Assistants, employees, employees' families, outside consultants and vendors. The work requires initiative and independent judgment, exercise of confidentiality, and broad background of experience in the field, and success judged by the Borough Manager's satisfaction with the entire program. Serves as the Borough's HIPAA Privacy Officer with regard to the notification of individuals, management of confidential personnel and medical information and the Department of Health and Human Services of any breach of unsecured personal health information (PHI), in accordance with the provisions of the HITECH Act.

**BENEFITS SUPERVISOR** - This position has various aspects. This position is responsible for supervising that payroll and personnel carries out the directions of the Manager's Office; will provide supervision to the Personnel Office staff and outside vendors and consultants. Researches and assists in the acquisition of medical, pension, life insurance coverage and other benefits for the various unions and non-unionized employees. Most of the substantive responsibilities are policies and regulations. Overall, assists the Borough Manager in the daily operation of the Administrative Services Department, as needed.

### **EXAMPLES OF WORK:** (illustrative only)

- Establish, implement, and maintain human resources practices that effectively communicate and support the administration's mission and strategic goals.
- Develop personnel plans, policies, systems, goals, and strategies to support overall operations and objectives of the Borough.
- Collaboratively work with Department Heads and Assistants to establish effective strategies including succession, recruitment, hiring, transfers, professional development, retention plans, and other similar practices that support operational needs and strategic goals.
- Collaboratively work with the Borough Manager, Department Heads, and Assistants to develop and implement effective employee counseling, discipline, and performance improvement initiatives.
- Serve on the Borough's team at labor meeting and grievance hearings.
- Develop programming, training, and goals to increase organizational diversity, inclusion, and cultural competency among workers.
- Develop and implement comprehensive compensation and benefits plans that are both competitive and cost-effective to ensure fair and incentivizing decisions that promote morale and effective recruiting tools.
- Provide overall leadership and guidance to the personnel functions by overseeing talent acquisition, succession planning, retention, and compensation strategy and administration.
- Build a strong office culture both internally and externally that effectively presents the Borough as an employer of choice, promoting external awareness among talent communities.
- Ensure compliance with and adherence to all applicable laws and regulations.

- Ensure that payroll gets completed on-time and accurately every time, that the budget is accurate and up to date, and that reports (health, workers compensation, pension, etc.) are on time, up to date, and accurate every time.
- Prepare and file necessary documents for quarterly and annual payroll tax reporting.
- Additional challenges and opportunities to assist the Borough Manager as may be necessary and required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge required of research techniques, methods, and procedures. Also, a thorough knowledge of the principles, methods, and practices of accounting/budgeting and preparations. Also, a good knowledge of and ability to make decisions in accordance with, rules, regulations, and policies governing the organization. Also, the ability to organize, allocate, and coordinate routine and complex clerical or research work. Also, the ability to analyze, interpret, and report research findings. Also, the ability to establish and maintain effective working relationships with employees, local officials, and the public.

Must be a "human resources professional" with previous experience in both a public sector and unionized environment.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

#### Required Education and Experience

- BS/BA degree from an accredited college/university in HR or a related field (master degree preferred) and/or must meet SHRM-CP eligibility requirements at hire.
- 10 years of experience in a responsible HR role with at least five years in a senior leadership role within a government organization, or similar type organization, with a complex human resources function, or some equivalent senior leadership experience involving human resources management.
- Unionized labor relations experience, or similar understanding of such an environment.

#### Preferred

- MA/MS degree from an accredited college/university, or equivalent
- SHRM Certified Professional (SHRM-CP) or Professional in Human Resources (PHR) within five-years of hire (unless extended by the Borough Manager).
- Experience in using a human resources module in an ERP software environment.

#### Competencies, Knowledge, Skills, and Abilities

- Experience in leading a full-service professional HR team in large, diverse organization.
- Ability to drive creative business focused solutions while maintaining compliance.
- Experience designing organizational strategy, structure, and talent approaches.
- Ability to implement high-impact, innovative HR solutions in complex organizations.
- Expertise in implementing enterprise-wide change.
- Experience with grievance and unemployment compensation hearings.
- Up-to-date knowledge of federal and Pennsylvania Labor Law (including PERA, Act 111, and Act 600), HR policies and best practices.
- Strong ethical practices especially in the area of driving diversity and inclusion.
- Cultural sensitivity, high emotional intelligence, and a flexible, team-oriented style.
- Effective in building trust and relationships with a broad range of internal and external stakeholders.
- Ability to inspire, lead, and manage a workforce and to cultivate an inclusive environment.
- Excellent communication and presentation skills.
- Ability to provide consultation and direction to the Borough Manager and directly to elected and appointed officials.

- Knowledge and experience with MS Office suite of applications (Word, Excel, PowerPoint), Adobe PDF, and web-based mail and calendar applications.
- Excellent public speaker, good at presentations, participatory in meetings.
- Good with direct reports, clear and concise, fair and transparent.

**ADDITIONALLY:**

Incumbent must maintain residency at a principal place of habitation not more than forty-five (45) miles from Chambersburg City Hall within one year of hire, and thereafter without pause or exception.

Incumbent must have and maintain a valid Commonwealth of Pennsylvania motor vehicles license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to remain eligible for this position.

In addition, incumbent must remain free of any situation or occurrence (collectively, "an act") tending to bring the Borough of Chambersburg into public disrepute, contempt, scandal or ridicule, or tending to shock, insult or offend the majority of the citizens or any protected class or group thereof.

**METHOD OF SELECTION**

1. Employees working for the Borough of Chambersburg will be considered first.
2. If a Borough employee does not fill the position, outside persons (including extra part-time employees) will be considered in accordance with the Borough's Equal Employment Opportunity Policy.
3. Preference will be given for qualified Borough residents and non-users of tobacco products.

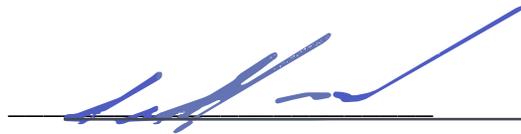
**NOTE**

This description is the present overview of the job, is subject to change by the employer and is to be used as a temporary management guide to performance.

If you have any questions contact Personnel at 717-251-2462, -2416 or -2414.

Posted: July 16, 2020

**Deadline:** August 24, 2020 by 5:00 PM



Jeffrey Stonehill  
*Borough Manager*