

**NOTICE TO LOCAL #1310 EMPLOYEES**  
**SUBJECT: VACANCY**

Pursuant to Article VII, Section 2 and 3 of the 2007-2017 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Applications for the position of **Human Resources Generalist** in the Department of Administration, Bureau of Human Resources will be accepted in the Bureau of Human Resources from February 8, 2018 through February 14, 2018. Applicants who wish to be considered for this position shall submit a *standard application* to Nicole Ference, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

**POSITION:** Human Resources Generalist  
**BUREAU:** Human Resources  
**DEPARTMENT:** Administration  
**SUPERVISOR:** Human Resources Director  
**SALARY:** \$37,500 - \$42,500 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.  
**UNION:** Public Service Employees Local #1310

**HOURS OF WORK:**

- a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
- b. Have a willingness to work off hours and weekends as needed.

**DUTIES:**

- a. Assist the Human Resources Director and Deputy Director in all aspects of the City's Human Resources functions including but not limited to:
  - Personnel administration
    - New Hires, terminations, accrued leave, payroll/pension deductions, etc.
  - Administration of the Workers' Compensation Program
    - Completion of injury reports and salary requests, maintenance of files, etc.
  - Administration of Unemployment Claims
    - Completion of forms from the bureau, maintenance of files, etc.
- b. Handling employee/retiree and direct HR contact telephone and email inquiries
- c. Assist in the preparation of the personnel component of the annual budget for the City
- d. Administers and monitors compliance with policies or legal requirements such as Fair Labor Standards, Family and Medical Leave Act, Workers' Compensation, COBRA regulations, EEOC guidelines and other applicable local, state and federal policies
- e. Administer employees' group health, dental, vision, life, deferred compensation and all voluntary group plans to include:
  - Processing enrollment, changes and terminations
  - Reconciliation of monthly invoices and submission for payment
  - Processing of all reimbursements
  - Provide onsite representation at open enrollment meetings
  - Communicate with employees and outside agencies to resolve employee benefit issues

- f. Responsible for all aspects of the City's seasonal employees
  - Work closely with Administration and outside organizations during the hiring process
  - Maintenance of all records
  - Distribution of all correspondence
  - Processing of bi-weekly payroll
- g. Assist in the coordination of all safety training with all City Departments
- h. Assist in the bi-weekly entering and processing of payroll when needed
- i. Perform required related duties as assigned by the Human Resources Director and Deputy Director

**QUALIFICATIONS:**

- a. A Bachelor's Degree in Human Resources or related field is required
- b. A successful candidate will have at least 2 years of experience in the customer service, data processing, human resources or insurance related field
- c. Ability to be bonded for a minimum of \$200,000 is required
- d. Proficiency with MS Office programs, particularly Excel, Word and Outlook
- e. Excellent customer service skills are required, as the position will interface with employees, retirees and outside agencies
- f. Working knowledge of Human Resource policies, procedures, methods and practices
- g. Working knowledge of administrative practices and techniques involved in directing HR management programs and services
- h. General knowledge of organization, function and programs of municipal governments
- i. Possess a strong attention to detail
- j. Ability to work in a fast paced and team oriented environment
- k. Must exhibit a sense of urgency, commitment to quality and timely completion of duties
- l. Extraordinary diplomacy and capacity to manage highly confidential information with discretion and tact
- m. Excellent communication skills both written and verbal
- n. Ability to develop and maintain effective working relationships with associates, supervisors, operating and staff service officers, representatives of employee organizations, employees, and members of the general public

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- a. Sedentary position which requires occasional standing, walking, bending and stooping
- b. Position requires work within an office environment with minimal exposure to outside elements

**OTHER:**

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.

*Nicole Ference*

**Nicole Ference**

**Director of Human Resources**

**February 8, 2018**

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER