



Company: Erie Water Works

Location: Erie, PA

Position: Human Resources Director

About Us:

Erie Water Works is a progressive public water utility serving the Erie, PA region. The organization's mission is "To guarantee a continuous, uninterrupted, reasonably priced supply of quality water to its customers which assures public health while promoting regional stability and future development." As we continue to grow, we are seeking a dynamic HR Director to join our team and contribute to our mission while fostering a positive work environment. Erie Water Works strives to provide World-Class Water and First-Class Service.

Job Overview:

We are seeking an experienced HR Director to oversee all aspects of human resources management at Erie Water Works. The ideal candidate will be a strategic thinker who focuses on building and maintaining a positive organizational culture, administering employee benefits, revising policies for compliance, and acting as an HR business partner to the management team.

Key Responsibilities:

1. **Culture Development:** Lead initiatives to cultivate a positive organizational culture that promotes employee engagement, retention, and satisfaction.
2. **Benefit Administration:** Oversee the administration of employee benefits programs, including health insurance, retirement plans, and other benefits, ensuring competitiveness and cost-effectiveness.
3. **Policy Revision and Compliance:** Review, revise, and develop HR policies and procedures to ensure compliance with federal, state, and local laws and regulations.
4. **HR Business Partner:** Collaborate with management to provide strategic HR guidance on talent management, performance evaluation, employee relations, and organizational development.
5. **Union Relations:** Liaise with union representatives, participate in collective bargaining negotiations and ensure labor agreements are fair and equitable.
6. **Training and Development:** Develop and implement training programs to enhance employee skills and capabilities across all levels of the organization.
7. **HR Metrics and Reporting:** Establish key HR metrics and reporting mechanisms to track employee-related data, identify trends, and drive continuous improvement initiatives.

Additional Responsibilities:

1. Employee Relations:

- Act as a point of contact for employee inquiries, concerns, and grievances, ensuring prompt and fair resolution.
- Conduct investigations into employee complaints and provide recommendations for resolution.
- Foster open communication between employees and management to promote a collaborative and supportive work environment.

2. Diversity and Inclusion:

- Develop and implement initiatives to promote diversity, equity, and inclusion within the organization.
- Partner with hiring managers to ensure diverse candidate pools and implement bias-free recruitment practices.
- Facilitate training and awareness programs to promote cultural competency and sensitivity among employees.

3. Compliance Management:

- Stay in tune with changes in labor laws, regulations, and industry trends, and ensure Erie Water Works' HR practices remain compliant.
- Conduct regular audits of HR processes and procedures to identify areas of non-compliance and implement corrective actions.
- Manage government reporting requirements related to employment.

4. Succession Planning and Talent Development:

- Collaborate with management to identify key talent and develop succession plans to ensure continuity in critical roles.
- Implement career development programs and initiatives to support employee growth and advancement within the organization.
- Provide coaching and mentorship to high-potential employees to help them reach their career goals.

5. Health and Safety:

- Partner with the Safety Committee to promote a culture of safety and ensure compliance with occupational health and safety regulations.
- Coordinate with management to address workplace safety concerns and implement corrective measures as needed.

6. Change Management:

- Lead HR initiatives related to organizational change, such as acquisitions, or restructurings.
- Develop change management plans to minimize disruption and ensure successful implementation of changes.
- Provide support and guidance to employees and managers during periods of transition.

7. Strategic Planning:

- Contribute to the development of the company's overall strategic plan by providing HR insights and recommendations.
- Align HR initiatives and programs with organizational goals and objectives to drive business success.
- Monitor external HR trends and developments to identify opportunities for improvement and innovation.

*Other duties as assigned by management.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree preferred.
- PHR/SPHR certification is highly desirable.
- Minimum of 7 years of progressive HR experience, with at least 3 years in a leadership role.
- Strong understanding of HR best practices, employment laws, and regulations.
- Experience working in a unionized environment and participating in labor negotiations preferred.
- Excellent communication, interpersonal, and negotiation skills.
- Proven ability to build effective working relationships across all levels of the organization.
- Demonstrated strategic thinking and problem-solving abilities.
- Proficiency in HRIS systems and Microsoft Office Suite.