



Upper Allen Township Job Description

Job Title:	Human Resources/Risk Management Generalist	Department/ Bureau:	Administration
Supervisor's Name:	Scott Fraser	Location:	100 Gettysburg Pike, Administration Building
Supervisor's Job Title:	Township Manager	Work Hours:	8:00 a.m. - 4:30 p.m.
Work Week:	Monday through Friday	Hours per Week	40
Level/Salary Range:	Level/Salary Range	Position Type:	Full-time Regular

Position Purpose

The Human Resources / Risk Management Generalist will manage all aspects of pay, benefits, training, recruitment, insurance, employee relations and general office functions for full and part-time non-uniformed and uniformed employees. Responsible for compliance with all state and federal employment laws. This position involves handling a high degree of confidential information.

Roles and Responsibilities

1. Keeps Personnel Policies, Procedures and Benefits Manual up to date for non-uniformed employees.
2. Manages all aspects of employee health care benefits package. Responsible for keeping up to date on all benefit issues and pending health care reform changes.
3. Keeps all non-uniformed employee job descriptions up to date.
4. Prepares and submits all Act 205 Actuarial Reports and AG 385 Municipal Pension State Aid Certification reports for 20 uniformed and 32 non-uniformed employee pension plans.
5. Processes all aspects of non-uniformed employee performance reviews. Ensures all performance reviews for all non-uniformed employees are up to date and in personnel files.
6. Manages all work related Workers Compensation and non-work related Short and Long Term Disability enrollment forms for uniformed and non-uniformed employees.
7. Manages drug and alcohol testing program for all Commercial Drivers Licensed operators.
8. Develops and/or tracks training program for all non-uniformed employees.
9. Processes bi-weekly payroll.
10. Tracks use of all sick, personal and vacation.
11. Responsible for salary planning. Prepares annual budget projections for salary, insurance and benefit related expenses.
12. Responsible for all non-uniformed employee orientation and out processing for departing employees.
13. Responsible for managing all aspects of township insurance policies and risk management. Chairs Township Safety Committee.

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14. As the Privacy Official, is responsible for developing and implementing the privacy requirements of the HIPAA in connection with the group health plan sponsored by the Employer, developing employee training programs relating to the privacy of group health plan information, publishing and distributing the Notice of Privacy Practices for the group health plan and serving as the designated decision maker for issues and questions involving interpretation of the privacy rules as they relate to the group health plan in coordination with legal counsel as needed.

15. As the Security Officer, is responsible for implementing the security requirements of HIPAA in connection with the group health plan sponsored by the Employer in coordination with legal counsel as needed.

16. Performs other duties as assigned.

Essential Functions

1-15 are essential

Knowledge, Skills and Abilities

The ability to operate a personal computer with extensive knowledge using Microsoft Word, PowerPoint and Excel.

Ability to communicate clearly and concisely in both verbal and written form.

Physical Requirements

Minimum Education and Experience

A bachelor's degree in human resources, public administration, or business administration AND three years of progressively responsible experience in the performance of human resources management OR a equivalent combination of experience and training

Required Licenses or Certifications

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Employee Acknowledgment

By signing below, I acknowledge that I have read this job description.

Employee Name		Date	
Employee Signature			