

We're Hiring

Human Resources Manager

Are you looking for an opportunity to build and lead an HR department?

Do you want an employer who respects work-life balance?

Do you want 100% employer paid health, dental, vision, and prescription insurance coverage?

Would you like to earn multiple weeks of paid time off each year?

Then this is the job for you!

As our Human Resources Manager, you will...

Be responsible for full cycle recruitment (sourcing, interviewing, on-boarding, orientation) for all positions.

Develop, coordinate, and conduct new employee orientation to foster a positive attitude toward the agency.

Assist in developing, recommending, and implementing comprehensive HR policies and procedures that comply with federal, state, and local employment laws.

Maintain employee benefit programs, implement open enrollment, and work closely with broker on renewals and updates.

Develop training materials and performance management programs to help ensure employees understand their job responsibilities.

Serve as a link between management and employees by handling questions, interpreting and administering policies, conducting investigations, and helping to resolve work-related problems.

Handle any disciplinary processes.

Review and recommend updates to the Employee Handbook annually.

And here is what you'll need:

Experience in all of the above with a bachelor's degree in Human Resources Management or related field preferred, with at least 5 years of demonstrated and directly related experience, or the equivalent combination of education and experience. Workers compensation and payroll experience preferred. Relevant professional certifications: SHRM-CP/SCP or PHR/SPHR preferred.

State Police, Child Abuse, FBI, and a Motor Vehicle Record clearances will be required if offered employment. We'll even pay for them!

Working a full-time 35-hour week, this position offers an annualized salary starting at \$55,000 per year.

In addition to paid medical benefits and time off, we also provide an employer paid retirement package.

Ready to start making a difference? Submit your resume and cover letter to:

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org