



## **POSITION DESCRIPTION**

**POSITION TITLE: Director, Employee Services**  
**DEPARTMENT: Human Resources**

### **GENERAL DESCRIPTION OF DUTIES**

The Director of Employee Services will be responsible for managing all human resources functions for the Authority including but not limited to recruitment, employee benefits, timekeeping & leave administration, personnel records, and human resource information Systems. This position will also be responsible for identifying and implementing solutions that help modernize, streamline and standardize operations.

### **ESSENTIAL FUNCTIONS**

- Implement and coordinate effective human resource management systems, processes and standards in accordance with the Organization's initiatives and in accordance with federal, state, local regulatory requirements.
- Develop and implement employee development and training programs as required.
- Manage the administration, implementation, and maintenance of all employee benefits programs and effectively message important deadlines and requirements to staff as needed.
- Maintain work standards and manage employee work performance issues. Respond to various employee issues, questions, and/or concerns.
- Participates in business planning and strategic direction with executives of each business unit including organizational structure; recruiting and diversity strategies; retention; exit strategies.
- Develop protocols and perform reviews to monitor and ensure integrity of data.
- Assist with the development of staffing needs, appropriate salary structure and succession plans.
- Provides counsel in employee relations issues and partners with legal staff when necessary.

### **MINIMUM TRAINING AND EXPERIENCE**

- Bachelor's Degree in Human Resources, or closely related fields supplemented by a minimum of ten (10) years previous experience and/or training that includes implementation and administration of employee benefits, budget experience.
- Thorough knowledge, technical mastery, skill and judgment in the application of relevant federal, state and local employment and labor laws and regulations.
- Effective ability to identify problems and recommend solutions.

- Strong managerial, interpersonal, organizational, analytical, decision making, problem solving, negotiation and verbal and written communication skills.
- Experience with complex systems implementations and enhancements
- Must be able to use judgment and diplomacy in interfacing with all levels of employees
- Experience with ADP and Workforce Now systems strongly preferred, but not required.

**Please submit resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)**

**Battery Park City Authority is an Equal Opportunity Employer.**