Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.

Come Grow with US!

Great Community!   Great Benefits!   Great Work Culture!

Job Title: Human Resources Manager
Job Status: Full-time
Department: Human Resources
Location: 200 Liberty Street New York, NY 10281

POSITION SUMMARY:

The Human Resources Manager will assist the Vice President of Human Resources to develop and implement HR strategies and initiatives that are aligned with the overall organizational strategy. The successful candidate will focus on administering benefits and leave programs, managing employee relations, supporting learning and development and increasing employee engagement. The position reports to the Vice President of Human Resources.

200 Liberty Street, 24th floor, New York, NY 10281
www.b pca.ny.gov
**Essential Duties:**

**Benefits and Leaves**
- Assist in managing relationship with ADP Workforce Now and the Comprehensive Services Team
- Coordinate annual option-transfer process; develop and assemble benefit materials; coordinate enrollment sessions with vendors; conduct benefits information sessions
- Administer NYS Local and Retirement System, NYS Voluntary Defined Contribution Plan and NYS Deferred Compensation Plan 457b; complete annual compliance reporting
- Responsible for annual ACA reporting process
- Manage time off accruals
- Coordinate with ADP’s Total Absence Management Team and Lincoln Financial Group to ensure various types of leaves are administered in line with federal, state and local laws and in accordance with Battery Park City Authority’s leave policies; ensure employees are receiving proper guidance
- Process workers’ compensation claims; assist with audits and site walk-throughs
- Track workplace accidents and annually post mandatory federal and state OSHA logs and file reports as required

**Employee Relations**
- Coach managers on how to successfully counsel and discipline employees
- Recommend practices to establish positive manager-employee relationships which leads to a high level of employee morale and motivation; provide tools to empower managers
- Assist VP of HR to conduct investigations on employee complaints

**Learning and Development**
- Partner with VP of HR on the annual performance review process; monitor goals attainment
- Under guidance of the VP of HR create home grown training program for employees and managers that focuses on onboarding, leadership development and technical skills; build cross-training program; implement and manage LMS through ADP; measure training impact and cost
- Assist managers with selecting external training programs and consultants
- Maintain employee training records
- Partner with Safety Director to implement company-wide safety and health programs and trainings
- Ensure all employee complete the NYS Mandated Trainings annually

**Organization Development**
- Under the guidance of the VP of HR create, implement and manage succession plan
- Periodically obtain feedback from employees through employee satisfaction and engagement surveys, employee focus groups and by other creative and appropriate means; keep pulse on organization culture
- Prepare and analyze quarterly management reports such as headcount and turnover reports
- Partner with HR staff to create standard operating procedures for various HR functions
- Maintain HR related information on the intranet
- Maintain employee records

The Human Resources Manager will assume other responsibilities as assigned by the VP of HR

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.
Education and Experience:

- Bachelor's degree with a concentration in Human Resources, Organizational Development, Organizational Behavior or Leadership Development
- Five years’ experience in a generalist role
- Professional in Human Resources (PHR) certification preferred

Skills:

- Excellent verbal and written communication skills
- Excellent organization and planning skills
- Ability to manage multiple priorities
- Ability to set and meet established deadlines
- Must be able to effectively work independently and as part of a team

Physical Requirements:

- N/A

Apply Here