

Burlington Township, New Jersey

Human Resources Administrator (Part-Time)

Department: Administration/Human Resources

Schedule: Part-Time (Monday, Wednesday, Friday)

Hours: Approximately 21 hours per week

Position Summary

The Township of Burlington is seeking a qualified and experienced Human Resources Administrator to oversee and administer all human resources functions for the Township. This position serves as the primary point of contact for personnel matters and is responsible for recruitment, employee relations, benefits administration, leave management, policy implementation, personnel records, and compliance with federal, state, and local employment laws.

The Human Resources Administrator works closely with the Chief Financial Officer, Township Administrator, department heads, labor representatives, insurance providers, and outside agencies to ensure the efficient administration of personnel functions while maintaining the highest level of confidentiality and professionalism.

Experience with New Jersey municipal government and Civil Service regulations is highly desirable.

Essential Duties and Responsibilities

- Coordinate recruitment, job postings, applicant processing, interviews, hiring, onboarding, promotions, transfers, resignations, retirements, and terminations.
- Maintain confidential personnel files and employee records in accordance with applicable laws and record retention requirements.
- Administer employee benefits including health, dental, vision, COBRA, retirement, and other benefit programs.
- Coordinate and administer Family and Medical Leave Act (FMLA), New Jersey Family Leave Act (NJFLA), Family Leave Insurance (FLI), disability leave, workers' compensation, and other employee leave programs.
- Assist employees with benefit enrollment, eligibility, and leave-related questions.
- Prepare personnel resolutions, employment letters, personnel action forms, and other HR-related documentation.
- Interpret and administer personnel policies, collective bargaining agreements, Civil Service regulations, and applicable employment laws.
- Serve as liaison with the New Jersey Civil Service Commission, pension systems, benefit providers, labor representatives, and other governmental agencies.
- Provide guidance and support to department heads regarding personnel matters, employee relations, disciplinary actions, performance management, and policy interpretation.
- Track employee evaluations, certifications, licenses, and mandatory training requirements.

- Assist with labor contract administration and personnel-related projects.
- Prepare reports, correspondence, and statistical information as requested.
- Maintain strict confidentiality of all personnel information and employee records.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of human resources principles, practices, and employment laws.
- Ability to interpret and apply personnel policies, labor agreements, and applicable laws and regulations.
- Ability to exercise sound judgment and maintain strict confidentiality.
- Excellent organizational, analytical, written, and verbal communication skills.
- Proficiency in Microsoft Office applications and Primepoint HR software.

Minimum Qualifications

- Associate's degree in Human Resources, Business Administration, Public Administration, or a related field preferred.
- Minimum of five (5) years of progressively responsible human resources experience.
- Equivalent combination of education and experience may be considered.
- Experience in public sector or municipal government preferred.

Preferred Qualifications

- Experience with New Jersey Civil Service rules, regulations, and hiring procedures.
- Knowledge of New Jersey public employment laws, pension systems, employee benefits administration, and leave management.
- Experience with collective bargaining agreements and employee relations.
- SHRM-CP, SHRM-SCP, PHR, IPMA-HR, or similar professional certification is a plus.

Special Requirements

The successful candidate must possess the ability to handle sensitive and confidential information with discretion and professionalism. Experience working in a New Jersey Civil Service municipality is strongly preferred but not required.

Salary Range: \$35.00 - \$55.00 per hour, depending on qualifications and experience.

Interested candidates should submit a completed employment application and resume to:

Angel Young

Burlington Township

Ayoung@twp.burlington.nj.us