



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	Human Resources Specialist
POSTING DATE:	07/28/2021
CLOSING DATE:	08/20/2021 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Human Resources Manager
UNION AFFILIATION:	None
SALARY GRADE & RANGE:	L – Minimum Salary \$49,168/ Maximum Salary \$81,556.87

The Township of Bridgewater is seeking an experienced Human Resources Specialist to serve within the Human Resources (HR) Department. Under the supervision of the HR Manager, the successful candidate will be responsible for supporting the day-to-day operations of the HR Department:

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training/development.
 - Recruits and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
 - Resolves employee questions and problems by interpreting benefit policies and procedures.
 - Conducts or acquires background checks and employee eligibility verifications.
 - Reviews, tracks, and documents compliance with mandatory and non-mandatory training.
 - Implements new hire orientation and onboarding. Processes enrollments, retirements, and separations.
 - Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
 - Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
 - Compiles and maintains weekly and bi-weekly payrolls, including raises, holiday pay, deductions, stipends, etc.
 - Processes claims related to payroll as well as requests for wage or separation information from state agencies
 - Responsible for the garnishment of pays, as well as maintaining and remitting union dues, pension, deferred compensation, etc. to their proper agencies,
 - Prepares statistical reports,
 - Performs other duties as assigned.
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QUALIFICATIONS AND SKILLS

Graduation from an accredited college or university with a Bachelor's Degree in a related field. Three (3) years related successful experience in human resources.

Knowledge of federal, state, and local employment laws and ordinances.

Knowledge of payroll principles and practices; aptitude for performing complex mathematical computation.

Computer proficiency and technical aptitude with the ability to use all Microsoft products, experience with benefits databases, experience with the Primepoint payroll system.

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 08/20/2021** Please put "Human Resources Specialist" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER