



Manager of Human Resources

Do you want to join a team that values Service, Collaboration, and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team, have a passion for learning and developing, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website www.lipower.org

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefits package includes:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employees
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

What We Need

- ❖ Bachelor's degree in Human Resources Management or a related field
- ❖ Seven (7) years of experience in Human Resources
- ❖ 5 years of experience at a management or senior administrative level

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA

The Manager of Human Resources assists in fulfilling LIPA's purpose of clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways by performing Human Resource duties on a professional level and supporting the Vice President of Human Resources and Administration. This position manages the day-to-day operations of the human resources function.

The Manager of Human Resources is responsible for planning, managing, implementing, and evaluating Human Resource tasks and processes, which include benefits administration, employee relations, training and development, recruitment and staffing, performance management, compensation, office administration, and HR initiatives and goals.

Direct Report(s): HR Generalist, Senior Administrative Assistant

Job Functions include: HR Policies

- ❖ Prepares, maintains, and administers personnel policies and practices.

Training and Development Functions

- ❖ Identifies and coordinates training for staff.
- ❖ Arrange off-site and in-house training courses.
- ❖ Prepares and delivers selected programs as necessary and appropriate. i.e. sexual harassment; performance management refreshers

Compensation and Benefits

- ❖ Researches and prepares all compensation data and support for benchmarking. Coordinates the annual merit and performance incentive process, including preparing reports for executive leadership regarding salary ranges, increases, analyses of employee range, and making compensation recommendations.
- ❖ Advises employees on compensation and benefits issues.
- ❖ Coordinates/drafts job descriptions.
- ❖ Assures proper benchmarking and valuation of new positions and those for active recruitment.
- ❖ Administers benefits programs and provides employee training and counseling regarding benefits programs.
- ❖ Assures that required records and reports are maintained and issued.
- ❖ Prepares communication materials explaining human resources-related matters to employees.

Recruitment and Staffing

- ❖ Assists with interview preparation, screening, and recommending candidates for further consideration for staff-level positions.

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- ❖ Prepares and reviews background investigations.
- ❖ Prepares documentation appropriate to the recruitment process and engagement of new employees.
- ❖ Coordinates on-boarding program.
- ❖ Obtains temporary employees on request.

HRIS

- ❖ Defines information needs and sources.
- ❖ Manages timekeeping and accrual system.
- ❖ Responsible for input of data and ensuring data integrity.
- ❖ Prepares the draft of special reports I.e. training compliance reports for NYS; PARIS.

Office Administration

- ❖ Manages the day-to-day operations of the office.
- ❖ Troubleshoots all office issues and problems and provides support and assistance to employees when unusual situations arise.
- ❖ Manages the use and purchase of office supplies.
- ❖ Provides general supervision and coordination of administrative staff.
- ❖ Coordinates office functions, including appropriate staffing and training of personnel and mail and package delivery.
- ❖ Oversees and coordinates capital improvement projects.
- ❖ Evaluates the need for new office equipment, purchase of said equipment, and arrange repairs on existing equipment.

Management of Human Resources Administration & Staff

- ❖ Sets objectives and establishes work plans; manages the performance of direct reports, including overseeing, monitoring, and guiding work plan and job functions; provides ongoing performance feedback to direct reports; identifies and monitors employee development. Assigns and manages activities and projects and ensures timely delivery and work product quality.
- ❖ Addresses conflict, recognizes achievement and promotes professional development.

Knowledge and Skills Required

- ❖ Exceptional human resource management skills
- ❖ Understanding of best practice HR Policies
- ❖ Familiarity with applicable New York State and Federal laws and regulations and the ability to manage compliance with laws & and regulations that relate to industry and Human Resources
- ❖ Competence in Onboarding and Offboarding Management
- ❖ Experience with HRIS
- ❖ Proficient with employee engagement strategies and drivers
- ❖ Effective management skills to lead, motivate, and develop a diverse team
- ❖ Excellent verbal and written skills
- ❖ Proficient with computer software
- ❖ Ability to maintain confidentiality
- ❖ Excellent judgment, analytical, and problem-solving skills, and ability to multitask
- ❖ Ability to prioritize and meet deadlines

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- ❖ Good collaboration skills at all levels in the organization
- ❖ Strong presentation & facilitation skills

Salary Range: \$ 125,000 – 135,000

LIPA is an equal-opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Vice President of Human Resources and Administration, at 2024humanresourcesmanager@lipower.org

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