



Director of Human Resources and Administration

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 and have a passion to learn, develop, 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 benefit package includes:

- ❖ Remote work opportunities and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employee
- ❖ 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 required, Human Resources, Industrial/organizational psychology, or business administration majors preferred.
- ❖ Ten (10) years of progressive experience in a human resources generalist capacity to successfully perform the essential job functions
- ❖ Seven (7) years of management experience, including work in or exposure to all areas of human resource management and facilities

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.

Knowledge and Skills

- ❖ In-depth knowledge of Human Resources best practices and employment law, including demonstrated knowledge of current HR principles, practices, and regulations, including LIPA policies and procedures; laws and regulations governing employer-employee relations and selection; classifications and pay methodologies and data sources; utility wage and salary systems; human resource methodologies and standards; EEO regulations (i.e., Equal Pay Act, Title VII of Civil Rights Act of 1964, court decisions, M/WBE regulations); judicial and regulatory processes impacting personnel administration; and personnel practices in the utility industry
- ❖ Excellent verbal, written, and communication skills, including influencing others
- ❖ Ability to ensure efficient and effective prioritization of resources consistent with LIPA's objectives
- ❖ Ability to play a leadership role in improving performance management and accountability
- ❖ Excellent judgment, critical thinking, and ability to multitask
- ❖ High level of discretion and ethical behavior
- ❖ Highly organized
- ❖ High emotional intelligence, ability to establish rapport and empathize with others
- ❖ Demonstrated ability to execute projects and programs
- ❖ Strong ability to mediate/resolve conflict and problems
- ❖ Ability to motivate and lead a team
- ❖ Demonstrated commitment to providing excellent customer experience to the organization's internal and external customers
- ❖ Demonstrated ability to develop procedures and practices for monitoring and managing major facilities and renovation projects; knowledge of key financial indicators used in facilities management
- ❖ Management and oversight of facilities and projects; methods and techniques for planning, organizing, directing and controlling work activities.
- ❖ Knowledge of methods and techniques for training staff; developing policies and procedures, and fundamentals and practices of process redesign and improvement.

Preferred Qualifications

- ❖ Advanced degree in Human Resources, JD, or MBA
- ❖ PHR or SPHR certification
- ❖ Facilities management experience
- ❖ Experience working in the public sector

What You'll Do At LIPA

The Director of Human Resources and Administration is responsible for the Human Resources function including the programs, policies and process that will ensure a dedicated, skilled, and high-functioning team at the Long Island Power Authority.

The Director provides strategic leadership in the planning and implementing of human resource and facilities policies and procedures, in attracting, retaining, and developing the best talent, and in positioning the organization as the employer of choice by being aware of policies, practices, and trends within the industry.

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The Director must be a strong, visionary and results-oriented leader, providing direction in strategic initiatives, operations, services, and enterprise-wide human resource and facilities projects.

Other Essential Job Functions include:

- ❖ In conjunction with the senior management team, leads the development and implementation of human resources strategies designed to meet employee needs while aligning with the organization's purpose and objectives.
- ❖ Stays current on the best practices and trends in HR and Administration to ensure the most current strategic and operational plans are effectively implemented across LIPA.
- ❖ Establishes organizational human resources policies and sets standards governing recruiting and onboarding, training and career development, employee relations, and compensation and benefits planning.
- ❖ Advises staff and management in the application of HR policies within the organization. Assists leaders in the interpretation and application of LIPA policies and procedures.
- ❖ Partners with the Manager of Human Resources to set objectives, goals, and job functions, providing ongoing performance feedback and identifying and monitoring employee development.
- ❖ In conjunction with the Executive Leadership team, leads the identification of and addresses gaps in management/staff, organizational effectiveness, and work performance through assessments, training, succession planning, and various performance management techniques; identifies interventions and programs to improve and strengthen leadership across LIPA.
- ❖ Ensures the identification and recommendations for employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- ❖ Leads and directs recruitment and selection of employees to meet the staffing needs of LIPA. Ensures that selection processes conform to State and Federal laws.
- ❖ Leads the compensation program to ensure that rates of pay are competitive in the community and industry, provide internal equity, and are sufficient to attract and retain qualified employees at all levels.
- ❖ Leads the administration and management of benefits programs, including medical, dental, vision, and life insurance.
- ❖ Designs and implements programs that support work and life balance, mental health, and diversity and inclusion.
- ❖ Establishes programs to support the alignment of company values with day-to-day practices influencing the overall work culture and atmosphere.
- ❖ Develops and presents material to the Board of Directors and Executive Leadership Team, including special reports on human resource and Facilities topics.
- ❖ Oversees LIPA's immediate and long-term strategic, operational plans for Facilities at LIPA.

Team Management

- ❖ 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.

Salary Range: \$175,000 - \$225,000

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LIPA is an equal-opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Senior Advisor of Human Resources and Administration, at 2025DirectorofHR@lipower.org

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