012077  (First Posted: 11/17/2017)
POSITION:  Payrol and Benefits Manager
EMPLOYER:  Paragon Bioservices
LOCATION:  Baltimore
DUTIES:  The Payroll and Benefits Manager will lead all aspects of payroll to include compliance, voluntary deductions, payroll tax processing, automated timekeeping review, leave balances, wage garnishment processing, unemployment claims, employment verifications, reconciliation of benefits, and payroll. Reporting into the VP of HR, the Manager will also have responsibility for driving benefits offering and related benefits administration to include surveying industry and/or community to determine company's competitive position in employee benefits, recommending and installing approved, new or modified plans and employee benefits policies and supervises administration of existing plans. healthcare, retirement benefits. Involvement with HRIS, and special projects.
QUALIFICATIONS:  Solid knowledge of ADP payroll required preferably having worked with ADP WorkForce Now with an understanding of how to reconfigure the system as needed. Strong knowledge of most payroll practices to include FLSA and Wage and Hour Law regulations. Multi-state processing experience preferred. 5-7 years of experience in payroll and benefits within a fast-paced client orientated environment. Bachelors Degree required (Accounting, Business Mgt., etc.) with a Masters degree in HR.
SALARY:  $80-$105K
CONTACT:  http://paragonbioservices.com/careers/

012078  (First Posted: 12/08/2017)
POSITION:  Human Resource Business Partner
EMPLOYER:  ITT Engineered Valves
LOCATION:  Lancaster, PA
DUTIES:  Human Resource Business Partner to work in an environment that supports employee culture, wellness and performance programs. We seek an experienced HRBP with labor relations experience to partner with our employees and business leaders in support of business objectives. Responsible for providing coaching and guidance to line managers on people management processes and issues, including performance management and general employee relations matters. Manages labor relations program. Provides counsel and guidance to employees and conducts fact findings as needed under supervision of HR leadership. Supports both training delivery and talent acquisition activities.
QUALIFICATIONS:  BS, BA or graduate degree preferred. Minimum of 4 yrs applicable experience in a similar organization with unionized workforce required. Prior experience as an HR generalist and Labor Relations Specialist required. Understanding of key human resources areas including recruiting, performance management, employee development, employee relations, compensation & benefits. Practical experience of project management and knowledge of how to employ tools and technical expertise.
SALARY:  Commensurate with experience.
CONTACT:  Follow the link below to review the job description and apply on line:
http://bit.ly/2AoERr4
POSITION: Mediator
EMPLOYER: Federal Mediation And Conciliation Service (FMCS)
LOCATION: Charleston, WV and Peoria, IL
DUTIES: As a Mediator you will be responsible for promoting the development of sound and stable labor-management relationships by advocating the practice of collective bargaining, mediation and arbitration. You will also be responsible for fostering the establishment and maintenance of constructive joint processes to improve labor-management relationships and preventing or minimizing work stoppages through the use of mediation, relationship development training and other joint processes. Mediators also provide a wide range of alternative dispute resolution (ADR) services to help government entities reduce litigation costs, including mediation of discrimination and other claims, workplace conflict management training, facilitation, systems design and negotiated rulemaking.
QUALIFICATIONS: Mediator, GS-241-13 (FPL 14)
SALARY: $85,816-$111,560