

Date Posted: Thursday May 28<sup>th</sup>, 2026.

## JOB OPENING ANNOUNCEMENT

Lancaster Area Sewer Authority is currently accepting applications for the following position:

### HUMAN RESOURCES MANAGER

Department: 100 – Administration  
Reporting Location: 130 Centerville Road Lancaster, PA  
Hours of work: 8:00 a.m. – 4:30 p.m. (Non-Union, Salaried – Exempt)  
Requirements: See attached job description

If you are interested in applying for this position, please read the following:

1. To be considered for employment, an "Application for Employment" must be completed. Applications may be rejected if information is incomplete or inaccurate.
2. Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
3. Completed applications should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603, or by email to: [hrmanager@lasa.org](mailto:hrmanager@lasa.org).
4. It is the policy of LASA to accept employment applications only when a Job Opening Announcement is posted. Applications of individuals who are not hired will remain on file for a period of one year.

**Closing date and time for submittal of applications: Open until Filled**

#### AN EQUAL OPPORTUNITY EMPLOYER

Lancaster Area Sewer Authority complies with all federal, state, and local laws which prohibit discrimination based on race, color, religion, sexual orientation, gender identity, national origin, age, veteran or disability status, marital status, ancestry, genetic information, or any other legally protected characteristic.

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Participates with E-Verify

Department Supervisor \_\_\_\_\_

Executive Director  \_\_\_\_\_

Revised – June 2021

# LANCASTER AREA SEWER AUTHORITY

Position Title: HUMAN RESOURCES MANAGER

Department: Administration  
FLSA Status: Exempt, Salaried  
Union Affiliation: Non-Union  
Reports to: Executive Director  
Supervises: N/A

General Summary: Has the authority to make decisions within area of responsibility and is accountable for ensuring work is technically sound, financially controlled, and delivered to the required quality standards; directly responsible for performing all HR-related duties on a professional level, working closely with Senior Management to support and carry out the responsibilities in the following functional areas: recruitment, employment, onboarding and training; benefits management and administration; employee relations; policy implementation; performance management; safety; worker's compensation; time-keeping; DOT Program.

## Essential Duties and Responsibilities:

1. Staffing, recruitment, end of employment: Assists Senior Management in satisfying staffing needs that align with LASA's Succession Plan; conducts recruitment effort for all exempt, non-exempt and temporary personnel; writes and places advertisements and job postings; works with management to screen and interview candidates; conducts reference checking and pre-employment screening; extends job offers; coordinates post-offer testing; initiates new-hire orientation; monitors employee/employer relationship during employment; maintains employee personnel files and all required documentation as dictated by governing agencies.; Serves as the employer representative for unemployment issues and at unemployment hearings; make sure all items that are the property of LASA have been returned; conduct exit interview.
2. Staff Development: Proactively supports Senior Management in promoting a culture of continuous learning and encourages personal and professional growth and development; ensures management provides educational opportunities to all employees in a fair and consistent manner; maintains documentation for attendance and participation related to continuous education; retains copies of licenses and certifications as required.
3. Employee benefit administration: Directs and administers the day-to-day operations of LASA's employee benefits programs, including group health, dental and vision insurance; short-term and long-term disability; life insurance; worker's compensation; 401A, 457B and defined benefit pension plans; uniform services. Serves as primary contact for plan vendors and third-party administrators. Handles enrollments, terminations, changes, beneficiary information, and claims. Oversees maintenance of employee benefits files. Periodically analyzes current benefits programs, evaluating the use, services, coverage, effectiveness, and cost; plans, develops and/or participates in area

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and industry surveys; reviews results of analyses and surveys and makes specific recommendations for review by Senior Management. On an ongoing basis, provides customer service to employees to enhance their understanding of LASA's benefits package; creates, updates and distributes materials and documents as needed; conducts employee meetings and training when appropriate. Manages all leaves of absence and requests for FMLA for work-related and non-work-related illnesses and injuries; ensure compliance with posters, providing required notices to employees, managing the certification process, tracking leave hours, restoring employee to work at end of leave; serves as LASA's HIPAA Privacy Official. Ensures compliance for LASA's self-funded health plan and defined contribution pension plan; files required reports and distributes required notices to employees,

4. Employee interaction: Fosters a positive workplace environment that supports LASA's mission and vision, with an emphasis on a culture of collaboration, innovation and safety; listens to employee concerns regarding benefits, compensation, recognition, discipline, and communication; provides responses to inquiries and questions in a timely manner as warranted. Participates in Labor Management meetings and collective bargaining agreement negotiations. Coordinates the Annual Employee Recognition Luncheon.
5. Policies and Procedures: Assists Senior Management in developing and implementing personnel policies and procedures; prepares, maintains, and frequently reviews Employee Policy Manual; makes recommendations as needed; assists with the interpretation and application of policies and contract language when questions arise; solicits input from legal counsel as needed; ensures policies, procedures and practices are in compliance with all federal, state and local employment and wage and hour laws.
6. Employee performance: Ensures planning, monitoring and appraisal of employee performance; coaches and guides Senior Management in interpreting policy and executing disciplinary action when necessary; monitors, maintains and makes changes to job descriptions as necessary to reflect the current responsibilities and requirements of the jobs to ensure role clarity; monitors wages and salaries to assure that LASA maintains a fair and equitable competitive rate of compensation.
7. Safety: Assists Executive Director with coordinating health and safety training and education for employees; provides administrative guidance to the Safety Committee; assists in maintaining LASA's Safety Manual; responsible for internally tracking and monitoring reports of injuries, illnesses and accidents; responsible for filing and managing claims for work-related illnesses or injuries; provides updates to Senior Management and Safety Committee regarding claims filed through the Worker's Compensation carrier; serves as the employer representative for worker's comp claim issues and at worker's compensation hearings.

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8. Payroll/Time keeping/HRIS: Serves as administrator for the HRIS system – including adding/deleting/updating employee information. Adding roles, reviewing timesheets and leave requests/balances. Provide assistance to the accounting department with payroll submission. Assures compliance with Federal, State and local agencies/laws.
9. Employees with a CDL: Manages and administers the DOT Program; works with Senior Management to obtain training for employees whose job position requires a CDL; serves as the Designated Employer Representative for medical certification information, including physical exam and test results; maintains employee DOT files in accordance with federal regulations; schedules periodic exams with provider; schedules random drug and alcohol testing as required by participation in Consortium; follows up with employee, and Senior Management when necessary, regarding all test results; conducts annual MVR checks and FMCSA Drug & Alcohol Clearinghouse queries; ensures policies and procedures pertaining to testing and test results are adhered to.
10. Perform any other job duties that may be necessary and not included in this list.

### Job Specifications:

\*Indicates developed after employment

### Knowledge (definitions included on a separate attached page):

- Comprehensive knowledge of all pertinent local, state and federal laws and regulations relating to Human Resource Management and Payroll Administration.
- Comprehensive knowledge of filing and compliance requirements affecting employee benefits programs.
- Comprehensive knowledge of employment law, compensation, organizational planning, employee relations, training and development.
- Comprehensive knowledge of payroll practices and procedures.
- Comprehensive knowledge of LASA policy, rules and regulations. \*

### Skills:

- Computer proficiency and technical aptitude with the ability to use various software products and databases
- Clear writing
- Time Management
- Effective communication
- Critical listening
- Empathy
- Organizational

### Abilities:

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- To communicate effectively in oral and written form with internal and external customers.
- To prioritize, organize and plan work schedule and projects.
- To maintain confidentiality of sensitive matters and employee personal information
- To manage several complex projects simultaneously while working under pressure to meet deadlines.
- To work effectively in a team environment.
- To convey trust and respect in day-to-day activities and interactions with all employees.
- To foster a team environment and to work through others to accomplish goals and meet objectives.
- To understand, evaluate and make judgment on proposals relating to benefits and services provided.

### Education/Experience:

- Any combination of education and experience, which indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position includes a Bachelor's degree from an accredited college or university, a minimum of six years of progressive human resources development and leadership, a minimum three years of union/labor relations experience,. Possession of the experience cited in this guideline does not guarantee successful performance nor will it be used as the sole basis for hiring or promotion.

### Required Licenses/Certifications/Credentials:

- Valid PA Driver's License, Class C (at time of hire), and ability to meet (and maintain) eligibility for inclusion under LASA's vehicle insurance policy.
- Recommended – SHRM's Senior Certified Professional (SHRM-SCP) or Certified Professional (SHRM-CP) credential, or HRCI's Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) credential.
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### Physical Requirements (definitions included on a separate attached page):

- Lifting up to 10 pounds frequently, up to 20 pounds occasionally
- Sitting continuously
- Repetitive use of both hands continuously
- Talk/Hear

### Environmental Conditions:

- None identified

### Working Conditions:

- Office setting, mainly working independently
- Occasional same day travel involved to attend seminars and meetings

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- Position routinely uses standard office equipment such as computers, phone, photocopiers and filing cabinets

DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

## Human Resources Department

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Union

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## Executive Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# PRIVACY OFFICIAL JOB RESPONSIBILITIES

The Privacy Official is responsible for developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in connection with the group health plan sponsored by the Employer, developing employee training programs relating to the privacy of group health plan information, publishing and distributing the Notice of Privacy Practices for the group health plan and serving as the designated decision maker for issues and questions involving interpretation of the privacy rules as they relate to the group health plan in coordination with legal counsel as needed. The Privacy Official will be responsible for the following tasks:

1. Inventorying the uses and disclosures of Protected Health Information by the company;
2. Working with management to determine the individuals and classes of individuals who need access to PHI;
3. Implementing a training program;
4. Ensuring that compliance documents are drafted, implemented, and delivered, as applicable. The documents include amendments to plan documents, changes to business associate contracts, Privacy Policy, and the Notice of Privacy Practices;

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5. Developing authorizations, complaint forms, logs, and other documents to be used to comply with HIPAA's privacy requirements;
6. Establishing and administering the process for receiving, documenting, tracking, investigating, and acting on all complaints concerning the Company's uses and disclosures of Protected Health Information;
7. Developing and implementing procedures for providing plan participants with an accounting, requesting an amendment, accessing, and requesting restrictions on uses and disclosures of Protected Health Information;
8. Maintaining documentation in accordance with the record retention provisions of the Privacy Policy;
9. Notifying or overseeing the notification of individuals, the media and the Department of Health and Human Services of any breach of unsecured PHI, in accordance with the provisions of the HITECH Act;
10. Understanding and advising staff about privacy requirements, minimum necessary uses and disclosures and future changes in laws or regulations related to privacy; and
11. Auditing and monitoring the privacy program.