



# **Virgin Islands Waste Management Authority**

## **Job Vacancy Announcement**

### **Human Resources Generalist**

### **St. Thomas**

**CLASSIFIED – NON-UNION**

**SALARY: Commensurate with Experience**

**DEADLINE: Open Until Filled**

The employee in this position is responsible for all human resources activities for the Authority, to include employment, compensation, labor relations, benefits, workplace safety and training and development; and provides administrative support to the Director of Human Resources.

As a member of the Human Resources team, the employee in the position will also provide strategic Human Resources leadership in other HR functions, such as employee relations, benefits and compensation administration, policies, procedures and regulatory compliance.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administers and coordinates various human resources plans and procedures for Authority's personnel; assist in the development and implementation of personnel policies and procedures.
- Provides comprehensive administrative support to the Director of Human Resources.
- Ensures that the Authority is in compliance with all applicable collective bargaining agreements.
- Investigates problems, such as, working conditions, disciplinary actions, and employee grievances and appeals. Provides guidance and recommendations for problems resolution to management and staff.
- Prepares and maintains the Authority's organizational charts and assist with the preparation of the staff directory.
- Recommends, development and schedules training and development programs, and monitor the training and development of staff.

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- Provides advice, assistance and follow-up on the Authority's policies, procedures and documentation.
- Prepares, revises and maintains as necessary, the employee handbook and policies and procedures manual.
- Monitors the performance management system and revise as necessary.
- Records and compiles statistical reports concerning recruitment, interviews, hires, transfers, promotions, terminations, employee turnover, performance appraisals, and grievances.
- Works with Union representatives to resolve grievances and labor relations issues.
- Evaluates or reviews documentation of performance of all employees, effectively recommending promotions, termination, disciplinary action or commendatory action.
- Administrator and explain benefits to employee and serve as liaison between the employees and Group Health Insurance.
- Maintains Human Resources Information System records and manual filing systems.
- Conducts exits interviews with staff determine if corrective action is needed to retain valued staff.
- Conducts employee meetings and briefing to keep staff aware of new programs, changes and other significant matters.
- Assists with the recruitment of qualified candidates, to include screening resumes and applications, participating interviews, conducting employment reference and background checks, and verify all employment documents, such as the I-9 documentation, etc.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommend new approaches, policies and procedures to efforts continual improvement in efficiency of the Division of Human Resources.
- Assists with the preparation and maintenance the Authority's personnel budget.
- Assists with the coordination employee activities, such as Employee On-Boarding, Recognition programs, and any other employee activity.
- Represents the Authority at job fairs, meetings, and any other event as required.
- Assists the Director of Human Resources with various research projects and/or special projects.
- Performs other related Human Resources duties as assigned.

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## **EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree in Human Resources Management, Psychology, Business or a closely related field from an accredited college or university and three (3) years of professional Human Resources experience.

OR

- High School Diploma from an Accredited School with eight (8) years of professional experience in Human Resources.
- HRCI Certified Professional in Human Resources (PHR) or (SCP) preferred.

***Virgin Islands Waste Management Authority is an Equal Opportunity Employer***

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