

## **Human Resources Director**

### **Statement of Duties**

Responsible for the development and administration of city-wide human resources including recruitment, equal opportunity employment, labor relations, employee health benefits, training and the classification and compensation of positions as well as the administration of human resources policy and functions.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Manages and participates in the development and provision of all human resource services including recruitment, compensation, classification, benefits, training, and policy administration and implementation;

Establish uniform human resources policies and ensures that the City complies with all local, state and federal human resource laws, rules and regulations including ADA, civil rights and FLSA;

Manages the recruitment and selection process for all positions, working with appointing authorities, to ensure outreach, equal opportunity, and compliance with federal and state laws;

Manages the Civil Service process working with appointing authorities and serves as liaison to the Massachusetts Human Resources Division;

Propose and maintain a uniform classification system for municipal positions;

Maintain individual personnel records of all city employees.

Provide advice and assistance to the mayor, department heads, supervisors and elected and appointed officials on all human resources matters, including benefits, position classifications, pay administration, recruitment and placement, employee relations, performance evaluation, disciplinary action, workers compensation, employee grievances and employee training;

Standardize forms and records to be used in the city's personnel administration program other than those forms and records whose format is regulated by statute or by state agency;

Develop health plans and safety programs for employees as required by and in accordance with, state and federal laws;

Represents the City in the negotiation of collective bargaining agreements; conducts

independent research as required.

Oversees the administration of employee workers compensation services.

Develops and implements a wide range of employee training programs.

Serves as the city's liaison to the Employee Assistance Program (EAP).

Oversees the administration of employee unemployment services.

Conducts employee personnel grievances at the second step of grievances.

Have such other powers and duties as the mayor and the city council shall direct in a detailed position description recommended by the Mayor and approved by the city council.

### **Supervision Required**

Under administrative direction of the Mayor, works from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for department results. The Human Resources Director consults with Mayor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The Human Resources Director is also expected to resolve all conflicts that arise and coordinate with others as necessary.

### **Supervisory Responsibility**

Responsible for the direct supervision of the department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control for the department, and supervises all assigned employees. The Human Resources Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals.

### **Nature and Purpose of Relationship**

Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The Human Resources Director must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

### **Confidentiality**

Employee has access to city-wide confidential information including collective bargaining, law suits and employee records.

## **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree and 5-7 years of work experience in the human resources field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **Special Requirements**

A Master's degree and/or professional certification from national personnel manager organizations is desirable

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of local, state and federal personnel laws and regulations pertaining to municipal employees; knowledge of city department operations and services. Knowledge of accepted human resources practices and procedures regarding the classification of positions and compensation of employees. Knowledge of civil rights and discriminatory laws and regulations. Knowledge of worker's compensation regulations and employee benefits.

**Abilities:** Ability to supervise employees; ability to develop, implement and monitor the effectiveness of a wide range of personnel services. Ability to work effectively with confidential information. Ability to work effectively with disgruntled employees.

**Skill:** Excellent work ethic. Excellent written and oral communication skills. Excellent personal computer hardware and software programs including word processing and spread sheet applications.

### **Work Environment**

The work environment involves everyday discomforts typical of indoor environments such as office settings. Employee is required to work beyond normal business hours to attend evening meetings.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands required to perform the work. Employee is required to lift, push or pull office equipment up to 30 lbs.

**Motor Skills:** Duties require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

**Visual Skills:** Employee is required to constantly read documents for general understanding and analytical purposes.