

Director of Human Resources

Agency Name: **Human Resources**
Full-Time or Part-Time: **Full-Time**
Starting Salary Range: **\$110,000-\$120,000**
Bargaining Unit: **Non-Union**
Shift: **Day**
Number Of Vacancies: **1**
Posting ID: **0123-2014**

Definition

Responsible for the planning, directing, managing and overseeing the city's human resources responsibilities, specifically to provide leadership and expertise in attracting, developing and sustaining a diverse workforce committed to quality public service; administer the Massachusetts Civil Service System; and participate in labor negotiations and the administration of collective bargaining agreements, the City's unemployment program, health benefits and workers compensation program.

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.

- Provides information to the Mayor and Aldermen as needed
- Serves as technical advisor to the Mayor, Board of Aldermen and Committees and other city agencies or officials on City Clerk issues
- Performs varied and responsible duties ranging in nature from routine to complex, requiring strict adherence to state and federal laws; exercises independent judgment.
- Prepares and administers department budget and maintains accurate records of expenses and accounts balances.
- Oversees and participates in the development and provision of personnel services including recruitment, classification of positions and the provision of benefits to employees and retirees.
- Maintains effective employee working relations.
- Maintains official personnel records in accordance with applicable law
- Represents the City in the negotiation of collective bargaining agreements; conducts independent research as required.
- Ensures that the City is in compliance with all local, state and federal personnel laws, rules and regulations including ADA, civil rights and FLSA.
- Administer leave benefits in accordance with policy, collective bargaining agreements and law
- Oversees the administration of employee workers compensation and 111f programs.
- 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.
- Performs similar or related work as required or as situation dictates

Supervision Required

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an appointed official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

Employee is accountable for the direction and success of all department programs accomplished through others. The employee 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. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Judgment

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual

requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity

Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments involve studying trends in the field for application to the work; assessing services and recommending improvements.

Nature and Purpose of Public Contact

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Has regular access at the departmental level to a wide variety of confidential information, including official personnel files, law suits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with 7-10 years of experience, or related work experience; 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. SPHR preferred

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

personnel 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.