

## **Job Description**

### **HUMAN RESOURCES DIRECTOR**

Towns of Hamilton, Manchester, and Rockport

#### **Job Summary**

The Director of Human Resources for the Towns of Hamilton, Manchester, and Rockport will have as their primary responsibilities the creation and application of policies and practices that help each Town attract, develop and sustain a high performing workforce, as well as maintain a positive and fulfilling environment for all municipal employees. The Director will work closely with the Town Managers/Administrators and other senior Town officials in each Town to achieve these goals, providing advice and assistance in a collaborative and consultative manner to ensure open positions are occupied and employees are provided the support they need to succeed. This is an FLSA exempt, salaried position.

#### **Supervision Received**

The Director will work under the oversight of the Town Manager/Administrator from each community. The Manager/Administrators will outline town program objectives, assign areas of responsibility, and evaluate performance. The Director will otherwise perform duties independently on their initiative, determining situations warranting the attention of the Town Manager/Administrators.

#### **Supervision Exercised**

The Director will recommend individuals for employment, train, and evaluate assigned staff. They will serve as a resource to department heads, municipal staff and Town Councils, providing consultation and guidance on human resources issues to the department and also supervise staff as assigned by the Town Managers/Administrators.

#### **Essential Job Functions**

Beyond those described above, the Director will be responsible for the following duties:

1. Directs personnel recruitment and selection, including advertising, receiving, screening and distributing applications, administering tests, and providing guidance to departments. Drafts or reviews hire letters. Ensures the maintenance of permanent records in accordance with federal, state and local regulations. Advocates for affirmative action and equal opportunity for candidates and practices; participates in the selection of Managers /Administrators and other staff as directed.
2. Consults with the Town Manager/Administrators and Department Heads to provide advice or clarification regarding human resources, personnel, legal, professional development, compensation, and organizational development issues. Counsels employees, advises Manager/Administrators, investigates personnel problems and disciplinary issues.
3. Communicates human resources policies, practices, and procedures to Town employees; Advocates for employees, direct Town employee events, mediate between employees, and between employees and management. Promotes programs and activities to ensure equal opportunity and access to all individuals.

4. Reviews and advises Town Manager/Administrators regarding all municipal personnel transactions including, hires, promotions, transfers, salary changes, reclassifications, leaves of absence, and terminations. Administers performance management program. Organizes and provides professional development opportunities, legally mandated and technical training and continuing education support for the municipal workforce in these Towns.
5. Oversees administration of benefits programs including insurance, flexible benefits, worker's compensation, unemployment compensation, police/fire indemnification, leaves of absence, and other related programs. Complies with all HIPAA regulations.
6. Represents the Towns at hearings and meetings related to human resources issues such as grievances, arbitrations, Workers' Compensation, the Department of Labor Relations, and Massachusetts Commission Against Discrimination.
7. Will manage or help create the Towns' Human Resource Information Systems (HRIS) and applicant tracking systems.
8. Administers municipal compensation and classification plans. Initiates and recommends changes in classification and compensation plans to Town Manager/Administrators. In conjunction with departments, develops position descriptions; reviews and recommends classification level for positions. Prepares drafts of recommended policies. Analyzes personnel benefits, determines the need for changes, and recommends improvements.
9. Actively participates as a member of the collective bargaining team, as assigned. Administers contracts, interprets, and proposes recommendations for changes to contract language and formulates town management bargaining team offers. Plans and supervises research tasks for special studies and reports. Completes various surveys for collective bargaining and other federal, state, and municipal agencies.
10. Oversees the Towns' compliance with federal and state personnel laws and regulations that cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries, and employee benefits. Serves as the Towns' Affirmative Action/Equal Employment Officer. Prepares equal employment opportunity and affirmative action plans and develops the town's FMLA program to be consistent with federal and state guidelines.
11. Attends and represents the towns at meetings and conferences related to human resources; attends and presents human resources related information at Board of Selectmen meetings as requested, and leads and participates in various employee task forces and committees as requested. Keeps current on changes in the human resources field.
12. Performs similar or related work as required, directed, or as situations dictate.

### **Distribution of Work Across Communities**

The Director shall provide human resource functions for the Municipalities according to a Staffing Schedule agreed by the Towns. The Schedule holds that the Director shall provide the following hours to each Town each week: 14 hours per week on behalf of Hamilton (35% of hours), 13 hours per week on behalf of Manchester (32.5% of hours) and 13 hours per week for Rockport (32.5% of hours). Further details of the Staffing Schedule, such as office hours or availability for inquiries in each Municipality, shall be determined jointly by the Town Manager/Administrators of the Municipalities.

## **Desired Minimum Qualifications**

Bachelor's Degree in Human Resources, public administration, business management, or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred and seven to ten (7-10) years' experience in personnel and/or municipal management.

Considerable knowledge of policies and practices of public personnel administration, employee classification, compensation and benefits, recruitment, selection, training, and labor relations. Skill in analyzing personnel and organizational programs and systems. Ability to analyze and interpret job requirements and carry out assigned projects to their completion; excellent written and verbal communication skills; ability to establish and maintain effective working relationships with applicants, employees, and town officials.

### **Physical 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 essential functions.*

While performing the duties of this job, frequently required to work at a desk; regularly conveys information to employees and the public; regularly moves about inside the office to access file cabinets and office machinery — ability to operate a keyboard at an efficient speed and to view computer screens for extended periods of time.

### **Job Environment:**

- Work is performed in an office environment. The majority of work is performed in a moderately noisy work environment, with frequent interruptions.
- Operates a computer, telephone, copier, facsimile machine, and all other standard office equipment.
  - Makes frequent contact with the employees, other municipal departments, local and state officials and/or representatives from governmental agencies, and representatives of outside organizations. Contacts are primarily in person and by telephone and involve discussing routine to complex issues and/or information.
- Errors could result in considerable confusion and delay, potential grievances or lawsuits, as well as adverse public relations.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*