

## HUMAN RESOURCES DIRECTOR

### **Position Summary:**

Under the appointment and direction of the Board of Selectmen, the HR Manager is responsible for the administration and coordination of the Town of Charlton's human resources program including, but not limited to, recruitment; pre-employment screening and background checks; sexual harassment officer; compensation; benefits; personnel policies; employee development and training; ADA Coordinator; ensures compliance with applicable state, federal, local laws and regulations; assists with collective bargaining agreements and acts as an internal consultant advising departments on HR issues.

### **Supervision:**

Works under the general direction of the Town Administrator. Plans, prioritizes and performs work independently in accordance with standard practices and previous training. Expected to resolve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.

### **Job Environment:**

- Position requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Analyzes and enforces current policy, identifies problem areas, proposes changes; provides background information and analysis of gathered information.
- Makes frequent contacts with a variety of persons including, but not limited to, all town employees, retirees, job applicants, other municipalities, labor counsel, consultants, the Personnel Board, and state governmental representatives in person, by telephone, and e-mail. Contacts involve furnishing routine information as well as discussing complex legal issues. Contacts require considerable discretion, resourcefulness and persuasiveness to achieve desired objectives.
- Has access to an extensive amount of highly confidential information on a town-wide basis such as personnel records, collective bargaining negotiations, bid proposals, and pending lawsuits and investigations.
- Errors could result in a significant adverse impact on employee morale, poor public relations for the town, confusion and delay, and could have serious legal and/or financial repercussions.

**Duties and Responsibilities:** *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific*

*statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)*

- Maintains and implements personnel bylaws, policies and procedures, ensuring consistent interpretation and application. Recommends and drafts new and revised bylaws, policy and collective bargaining language for the Town Administrator and the Personnel Board. Provides personnel policy information to employees and advises on interpretation.
- Provides effective direction and guidance to department heads and appointing authorities in the hiring, training, and evaluation of staff as to Town's and specific department's policies and objectives. Provides guidance and counsel in maintaining good employee and employer relations throughout the organization.
- Oversees or assists as necessary, the administration of the Town's performance appraisal process; ensures that department heads are completing regular and probationary performance reviews on a timely basis; provides support to the Personnel Board and Town officials in their review and approval.
- Oversees the administration of compensation and classification policies in accordance with Town bylaws, collective bargaining agreements, and federal and state statutes. Evaluates and makes recommendations to the Town Administrator and the Personnel Board regarding compensation and classification actions. Works with department heads to draft job descriptions. Implements and oversees related salary and classification studies.
- Assists the Town Administrator in preparing, negotiating, administering and interpreting union contracts and in resolving labor relations issues, grievances, arbitrations and disputes.
- Maintains confidential personnel records, ensuring individual employee files are current and complete. Monitors and approves all changes of status, recommending non-routine changes to the Town Administrator as appropriate. Posts changes and/or supervises staff engaged in entering changes to employee files. Prepare periodic reports on personnel data.
- Works with Civil Service and assists in the preparation and submittal of all civil service correspondence and forms in accordance with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.
- Advises Town Administrator, elected officials, department heads, and various employees on personnel transactions. Works to improve communication within and between departments; answers inquiries and assists department heads and supervisors regarding personnel policies and procedures.

- Attends such meetings with the Town Administrator, Select Board, Town Department Heads and members as required to fulfill duties of the position.
- Attends monthly Department Head meetings.
- Maintains non-discrimination program; files EEO-1 annually, maintains other records, reports and logs to conform to EEO regulations.
- Ensures Town compliance with applicable state, federal and local laws, including Fair Labor Standards Act, Americans with Disabilities Act, non-discrimination laws, and Family Medical Leave Act.
- With the Town Administrator, serves as Harassment Officer; represents the Town at personnel-related hearings.
- Prepares and administers departmental budget.
- Administers workers compensation and injured on duty leaves in conjunction with FMLA, including the review and approval of injury reports and workers compensation calculations, monitoring of medical treatment, interaction with the Department of Industrial Accidents, assists in development of internal policies and procedures to reduce employee accidents.
- Has a working knowledge of unemployment status and regulations applicable to Massachusetts employees.
- Conducts special projects and other assignments as needed to improve personnel administration and employee morale with the organization.
- Performs similar or related work as required or as assigned.

**Recommended Minimum Qualifications:**

**Education and Experience**

Position requires a Bachelor's Degree and three (3) year's experience in Human Resources field; PHR Certification preferred (one year allowed from date of hire to achieve), municipal personnel experience preferred (will consider any equivalent combination of education and experience).

**Knowledge, Ability and Skill**

*Knowledge.* A candidate for this position should have a thorough knowledge of the principles, practices, regulations, and applicable federal and state laws relating to personnel administration (FLSA, FMLA, EEO, ADA etc.). Thorough knowledge of

employee classification, compensation and benefits, recruitment, selection, training, and labor relations.

*Ability.* Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to analyze and interpret legislation, regulations, and data relevant to personnel administration. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports.

*Skill.* Excellent verbal and written communication skills, strong organization skills and the ability to manage a large number of projects and tasks. Proficiency in Microsoft Office applications including Word, Excel, Outlook

**Physical Requirements:**

The employee works in normal office conditions and is required to sit, talk, listen, stand, walk, stoop, kneel, crouch and reach with hands and arms to access documents and files; employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes office machines, telephone and computers.

*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.*