

Town of Hadley, Massachusetts
Draft Job Description

Position Title:	Director of Human Resources	Grade Level:	
Department	Human Resources	Date:	
Reports to:	Town Administrator	FLSA Status	

Statement of Duties: The Human Resources Director is responsible for the administration and direction of the Human Resources (HR) department of the Town of Hadley. Responsibilities include, but are not limited to, labor relations, employee recruitment and training, classification and compensation, and the provision of employee personnel benefits in accordance with Town bylaws, as well as State and Federal laws and regulations.

Supervision Required: The HR Director works under the general guidance and direction of the Town Administrator, and in regular consultation with the Select Board. The Director is responsible for the development and implementation of departmental policies, short and long-range goals and objectives, and HR and related departmental budgets in coordination with the Town's organizational policies and objectives.

Supervisory Responsibility: The HR Director is responsible for the regular supervision of one or more departmental employees.

Confidentiality: The HR Director has regular access to town-wide confidential information including collective bargaining, law suits, criminal investigations/records, and employees' personnel and payroll files. All such information shall be maintained in a confidential manner.

Judgment: Extensive judgment is required to develop or revise methods and approaches for accomplishing objectives, and to deal with new requirements and situations within the requirements of current guidelines, administrative policies, legislation and directives pertaining to personnel services. The HR Director serves as the town's advisor for interpreting and applying the guidelines, and in developing and implementing operating policies and practices.

Complexity: Work consists of employing many different concepts, theories, principles, techniques and practices relating to the Human Resources field. Assignments typically concern such matters as: studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the workplace, recommending and writing relevant policies, standards, or criteria.

Work Environment: The work environment involves everyday discomforts typical of indoor environment in an office setting, with frequent interruptions. Noise or physical surroundings may be distracting. Working beyond regular business hours is required to attend evening meetings.

Nature and Purpose of Relationship: HR Director has constant interaction with co-workers, the public, and groups and/or individuals who may have conflicting opinions or objectives, and diverse points of view. A high level of communication and negotiation skills is required to secure support, concurrence, compromise, and acceptance or compliance. The ability to work

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effectively and persuasively with persons who may be under severe stress is essential. Effective speaking skills in representing the town's policies and procedures to the public in difficult situations is also important.

Accountability: HR Director is accountable for the department's service delivery plan and implementation, and is responsible for contributing to town-wide plans and objectives and for maintaining fiscal responsibility for the HR department, equipment, and staffing. Consequences of errors, missed deadlines or poor judgment could jeopardize department services or programs, have financial and/or legal repercussions, and adversely impact public relations.

Occupational Risk: Occupational risk exposure is typical to that found in an indoor office setting.

Essential Functions:

The essential functions or duties listed here 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.

Oversees and participates in the development and provision of Town-wide personnel services, policies and practices including recruitment, compensation, payroll administration, classification of positions, and the negotiation and provision of benefits to employees and retirees, including: health, life and other optional insurance, 457(b) & 403(b) plans, employee wellness program, employee newsletter, and other voluntary benefits for Town employees.

Responsible for ensuring that all employee personnel files such as hires, promotions, transfers, performance reviews and terminations, salary and other records are kept current and maintained in a confidential manner.

Serves as a member of the town's Collective Bargaining Team in the negotiation and implementation of collective bargaining agreements including as required, the oversight of grievance hearings process and disciplinary actions, and appearances before State or Federal agencies as needed.

Drafts, revises, interprets and enforces Personnel Bylaw, personnel policies, MOUs, and new contracts, presenting and advocating for them at meetings including Select Board, Finance Committee and Town Meetings.

Serves as the Town's Workers' Compensation Officer and as an advisor on the Health & Safety Committee; maintains and administers claims along with recording of all OSHA requirements; meets with insurance representatives, department heads and union committees to review workplace safety, claims, and benefits; and establishes procedures for implementation and training programs for safety and claims.

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Monitors the town's Unemployment Insurance and Worker's Compensation claims, directing the development and implementation of strategies for litigating and/or settling cases and overseeing cost reduction strategies.

Conducts investigations of alleged harassment of employees and illegal discrimination and complaints by supervisor about employees.

Serves as Town representative on the Public Employee Committee for coalition health insurance bargaining. Responsible to provide benefit information to employees and retirees, resolves employee/retiree problems with benefit providers and develops cost estimates of alternate plans.

Serves as the Town's Affirmative Action Officer to ensure compliance with Equal Opportunity and Affirmative Action rules and requirements. Ensures that the Town is in compliance with all local, state, and federal personnel laws, rules, and regulations including ADA, civil rights, and the FLSA. Investigates complaints regarding the violation of such policies, as well as complaints related to performance, harassment and ethic, in a confidential manner. Provides advice and direction to supervisors and department heads on personnel policies, disciplinary action and employee issues.

Serves as the Town's ADA coordinator and conducts investigations to ensure Town compliance; oversees the Employee Assistant Program (EAP), analyzing usage and recommending employee training to be done by the EAP; oversees compliance with the Family Medical Leave Act (FMLA), COBRA, and other employment laws as well as associated payroll services including the administration of salary schedules and employee leave accrual.

Attends training workshops and/or seminars to stay abreast of changes in state and federal laws and regulations pertaining to the provision of human resource services for a local government in Massachusetts.

Maintains, reviews and updates the Town's employment policies and procedures; Develops and implements a wide range of employee training programs.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree or an equivalent master craftsman level of trade knowledge in public administration, human resources management or a related field; a minimum of three to five (3-5) years of work experience in the human resources field with progressively responsible work with union and non-union employees; at least five (5) years in a supervisory capacity; 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: As a condition of employment, the employee must successfully complete a CORI examination.

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Knowledge, Abilities and Skill

Knowledge:

Knowledge of the functions, laws, rules, regulations and policies and practices of public personnel administration, including job classification and compensation, recruitment and selection, affirmative action, collective bargaining, and human resource development.

Knowledge of Town department operations and services.

Knowledge of benefits administration, insurance (health, life, dental etc.), worker's compensation, unemployment insurance occupational safety & health, injured on duty, and regulations as well as municipal employee benefits including leave provisions.

Knowledge of technology such as office software (i.e. word processing and spread sheet applications) and the Internet in support of department operations.

Abilities:

Ability to supervise employees.

Ability to work effectively with Town employees, local and state officials, labor unions and the general public.

Ability to mediate and negotiate employee concerns and enforce personnel rules, regulations, policies, and laws in an impartial, consistent manner.

Ability to negotiate and implement provisions of collective bargaining agreements.

Ability to develop, implement and monitor the effectiveness of a wide range of personnel services and policies.

Ability to work effectively with confidential, sensitive information.

Ability to conduct independent research and to prepare detailed reports as necessary.

Skill:

Proficient written and oral communication skills.

Effective customer service skills.

Excellent personal computer hardware and software skill including word processing and spread sheet applications.

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: The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

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Motor Skills: Duties require the employee to utilize basic motor skills to perform activities such as moving objects, operating a telephone, a personal computer and/or office equipment.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is rarely required to determine color differences.

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.