

POSITION DESCRIPTION

K-25

Town of Needham

Director of Human Resources

10/15

Under the general direction of the Assistant Town Manager/Director of Operations, the Director of Human Resources serves as a key member of the management team and will work with other managers to effectively manage the human resources functions of the Town in accordance with the Town Charter. The Director is responsible for developing and achieving the department goals and objectives, recommends and manages human resources programs for the Town, and assists the Town Manager, Assistant Town Manager/Director of Operations and Assistant Town Manager/Director of Finance in a variety of broad Town management issues.

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that are 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. The position functions as a part of the overall management team to ensure effective and efficient municipal operations.

The Director works closely with the Town Manager, Assistant Town Managers and applicants, and other customers of the Department.

The Director serves as part of the Town Manager's Negotiating Team and in preparing and negotiating union contracts, and provides technical information on benefit programs, risk, safety and loss control issues during labor negotiations. The Director advises department managers and counsels employees about labor relations issues and work-related problems and disputes; participates in mediation, fact-finding, grievance and arbitration proceedings; presides over second level grievances; conducts investigations, and represents the Town before the Personnel Board level and at other municipal, state and federal agencies.

The Director formulates, recommends and interprets personnel and labor relations policies and objectives including Personnel Policies and Procedures and collective bargaining agreements.

The Director conducts investigations of discrimination, harassment, and other charges, represents the organization at personnel related hearings and investigations; establishes and maintains a centralized human resource information system; provides advice, assistance and direction to department managers, supervisory personnel and employees on all aspects of human resources administration; and assures the Town's affirmative commitment to equal employment opportunity in all aspects of personnel administration.

The Director directs the recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applications, assisting department managers in selecting candidates, and presenting recommendations to the Assistant Town Manager/Director of Operations and the Town Manager.

The Director manages a variety of employee programs to achieve and maintain position requirements (CDL, Water Technician, Pesticide licenses, etc.), to assure effective efficient job performance and legal compliance (drug and alcohol testing, performance evaluation system, etc.), and to assure service and assistance for those in need (EAP program, etc.) The Director develops and implements training and development programs for employees at all levels.

The Director oversees the administration of compensation policies and practices as delegated by the Town Manager/designee and advised by the Personnel Board in accordance with collective bargaining agreements, Town Charter, and federal and state statutes; manages the performance and merit pay programs in accordance with established guidelines and policies; reviews/revises human resources policies and procedures to meet all legal requirements; makes recommendations to the Assistant Town Manager/Director of Operations and to the Town Manager for new policies and procedures; serves as an organizational resource for departments; oversees maintenance of all personnel and medical records; conducts area wage and salary surveys; receives and evaluates requests for position reclassifications; and recommends related wage, salary and reclassification actions.

The Director oversees and/or coordinates Town and School employee benefits programs and issues, including health and life insurance, Workers Compensation, public safety injury management, unemployment and other employee benefit programs; prepares the annual benefits budget; and serves as the Town's representative to employee benefit/insurance joint purchasing groups' boards and the HIPAA Compliance Officer.

The Director prepares employee separation notices and related documentation; supervises staff of the department; develops, recommends and administers departmental budgets; authorizes departmental expenditures; establishes and oversees departmental procedures, attends Personnel Board and Board of Selectmen meetings to advise the Boards on human resources matters and labor relations and serves as a staff to the Personnel Board.

The Director serves as the liaison with the Civil Service officials, and assures compliance with state rules and regulations; and represents the Town in cases or matters of disagreement.

The Director attends meetings of professional and civic groups, and serves on relevant boards and committees as assigned and performs other related duties as assigned.

Basic Knowledge:

Duties require extensive knowledge of municipal personnel practices, labor relations, and public/government administration equivalent to four years of college. Masters degree in public or personnel administration or related field preferred.

Experience:

Work requires seven to ten years of progressively responsible experience in personnel administration and municipal management.

Independent Action:

Under general direction of the Assistant Town Manager/Director of Operations, the Director establishes personal standards of performance within the broad framework of policies and objectives, reviewing the major recommendations on policies and procedures with the Assistant Town Manager/Director of Operations.

Supervisory Responsibility:

Supervise department staff of two, provides functional supervision to department managers in areas of human resources and labor relations

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.

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 the requirements of the job change.