



Town of Fairhaven

Job Description

Job Title:	Human Resources Director
Level:	Schedule B, Level 18
Hours:	40 hours per week
Supervisor:	Town Administrator
Status:	FLSA Exempt, Non-Union

Summary

Under the appointment and direction of the Town Administrator, the Human Resources Director is responsible for the administration and coordination of the Town of Fairhaven'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 Human Resource issues. The Human Resources Director will not assume or be assigned any responsibility or authority of appointing authorities in the Town of Fairhaven (Select Board, Board of Public Works, Board of Health, Town Administrator and Fire Chief).

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, appointing authorities, retirees, job applicants, other municipalities, labor counsel, consultants, 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.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations 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, Select Board, Board of Public Works, and Board of Health. Provides personnel policy information to employees and advises on interpretation.
- Provides assistance 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 Select Board, Board of Public Works, and Board of Health 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, Select Board, Board of Public Works, and Board of Health regarding compensation and classification actions. Works with department heads to draft job descriptions. Implements and oversees related salary and classification studies.
- Oversees employee benefits program, including retirement, direct deposit, dues and uniforms. Monitors pay rate changes.
- Assists employees and retirees by providing forms, describing benefits, and programs available. Notifies companies of various changes in participation. Provides employee forms and assist new employees and officials at hire.
- Interfaces with the Retirement Board and assists employees in retirement benefits.
- Assists the Town Administrator, Select Board and Board of Public Works, 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, Board of Public Works and Board of Health 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, Board of Public Works, and Board of Health, 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 worker's 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 assigned.

Knowledge, Skills and Abilities

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.

Skills: Excellent verbal and written communication skills, strong organizational skills and the ability to manage a large number of projects and tasks. Proficiency in Microsoft Office applications like Word, Excel, Outlook.

Ability: Ability to demonstrate objectivity, sensitivity, and a balance 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.

Education and Experiences

- Position requires a Bachelor's Degree and two (2) years' experience in Human Resources field; municipal personnel experience preferred (will consider any equivalent combination of education and experience).

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.

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.

Supervision

Supervision Received: Works under the general direction of the Town Administrator.

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.

Working Conditions /Job Environment

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