



March 2009
FLSA: EXEMPT

DIRECTOR OF HUMAN RESOURCES

DEFINITION

The position of Director of Human Resources is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Town Manager. Under policy direction from the Town Manager, the Director of Human Resources directs, and manages, the activities and operations of the Human Resources Department, including personnel administration, labor relations, recruitment, selection, classification, compensation, benefits, training, ADA, EEO, Workers' Compensation, safety programs; and related programs and services; coordinates departments and projects with other Town departments, divisions and outside agencies; and performs related duties as assigned.

DESCRIPTION OF DUTIES

Listed are 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 the work is similar, related or a logical assignment to this position.

- Directs all Human Resources programs, services and activities including contract negotiations and arbitration, recruitment, selection and placement services, EEO, training and orientation programs, classification, compensation, performance appraisal, and ADA administration;
- Directs Workers' Compensation, Unemployment Insurance, safety, and general liability; designs programs to promote employee retention and welfare and protect the public welfare; and administers settlement agreements and Town's policies.
- Ensures the Town's compliance with personnel rules, policies, and contracts, as well as Federal, State and local human resource management regulations; reviews and analyzes reports, legislation, court cases, and related personnel matters; sets goals, policies and priorities; and oversees projects and major programs..
- Represents the Human Resources Department to other Town departments, elected officials and outside agencies; explains and interprets Human Resources Department programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues; and provides advice and assistance to management staff regarding personnel matters.
- Plans and directs the employee benefits insurance programs; negotiates for contracted benefits services including medical, dental, life, LTD, and related plans.
- Selects, trains, motivates and evaluates Human Resources Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures.

- Directs the development and administration of the Human Resources Department budget and forecasts and manages budget for staffing, equipment, materials, and supplies.
- Coordinates Human Resources Department activities with those of other departments, divisions and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence; participates on a variety of committees and task forces and professional activities; and stays abreast of new trends and innovations in the field of human resources.
- Directs and participates in the administration of the Town's classification and compensation plan; establishes and maintain class specifications and salary ranges for positions; initiates and manages compensation and benefit surveys; and analyzes, evaluates and makes recommendations on proposed job reclassifications.
- Oversees recruitment, interviewing, testing, selection, and placement of all employees hired by the Town and administers promotions, transfers, and separation procedures of current employees.
- Administers employee disciplinary policies and procedures; provides assistance to staff on disciplinary issues and actions to be taken; administers formal grievance procedures; and participates in hearings and assist management staff in preparing and processing response to grievances.
- Directs the preparation and maintenance of personnel records and reports, employee handbooks, orientation manuals, and other publications on employee working conditions and benefits; designs, delivers, and/or provides appropriate staff development and training; and responds to complaints or claims of discrimination and harassment from employees and regulatory agencies.

QUALIFICATIONS AND EXPERIENCE

Knowledge of:

1. Operational characteristics, services and activities of a comprehensive human resources program;
2. Organization and management practices as applied to the analysis and evaluation of human resources programs, policies and operational needs;
3. Human resources principles and practices of collective bargaining and labor relations;
4. Techniques of recruiting, interviewing, and selecting applicants for employment;
5. Wage and salary/benefit administration principles and practices;
6. Principles of job evaluation and job analysis;
7. Principles and methods of training and education;
8. Advanced principles and practices of budget preparation and administration;
9. Principles of supervision, training and performance evaluation;
10. Pertinent federal, State, and local laws and regulations;
11. Strategic planning principles

12. Plan, organize, direct and coordinate the work of management, supervisory, professional, technical, and administrative support personnel;
13. Select, supervise, train and evaluate staff;
14. Identify and respond to Town Manager, and Town Council issues, concerns and needs;
15. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
16. Research, analyze, and evaluate new service delivery methods, procedures and techniques;
17. Formulate and administer human resources policies, practices and procedures;
18. Prepare clear and concise administrative reports;
19. Interpret and apply Federal, State and local policies, procedures, laws and regulations;
20. Exercise judgment and sensitivity in confidential matters;
21. Communicate clearly and concisely, both orally and in writing;
22. Establish, maintain, and foster positive and harmonious working relationships with staff, management, general employees, applicants, public and private representatives, contractors, consultants, vendors, and other parties on behalf of the Town.

Skill to:

1. Operate modern office equipment including computer equipment and software.
2. Operate a motor vehicle safely.

Ability to:

1. Analyze problems; and identify solutions and consequences of proposed action.
2. Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
3. Provide administrative and professional leadership and direction for the Human Resources Department.
4. Collect, compile and evaluate data, either in statistical or narrative form.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Interpret and apply Federal, State and local policies, procedures, laws and regulations.
7. Exercise sound independent judgment, common sense.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.

9. Exercise good judgment in dealing with highly sensitive political, public policy, community and employee issues and situations.
10. Establish and maintain effective working relationships with the Town Council, all levels of Town management, other government officials, community and civic organizations, employees, the public and others encountered in the course of work.
11. Communicate effectively with others both verbally and in writing.
12. Represent the Town in a variety of meetings.
13. Use initiative in making difficult decisions.

EDUCATION, TRAINING AND EXPERIENCE:

Requires a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration or a related field. A Master's degree is desirable. Eight years of increasingly responsible municipal experience, including five years of administrative and supervisory responsibilities. Prefer certification in human resource management from the Society for Human Resource Management or other such professional organizations.

SALARY RANGE:

Monthly: \$8750 to \$11,556