

HUMAN RESOURCE DIRECTOR

GENERAL DESCRIPTION: Performs professional work in a variety of human resource-related tasks within the framework of established policies, procedures and instructions. Employee is responsible for the recommendation, preparation, and ongoing administration of the town's human resources functional areas of recruitment, selection and retention; management practices; employment law compliance; compensation and benefits administration; training and development; performance management and evaluation functions; health, safety and security; and employee relations. Employee maintains frequent contact with the Town Administrator, the public, employees, and department heads. This position serves as the Safety Officer and handles all workers' compensation claims. This position works under the direct supervision of the Town Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

- Confers and coordinates with the Town Administrator, Operations Manager, Department Heads and Employees on personnel matters;
- Conducts pre-employment hiring policies to include scheduling pre-employment physicals, WorkSTEPS, and background investigation;
- Maintains employee records;
- Oversees employee orientation on Town policies, benefits and programs, and enrolls new employees in various benefit plans;
- Recommends, plans, and implements changes in personnel policies and procedures as needed;
- Counsels with employees, and makes referrals to professional counseling services when appropriate;
- Counsels and advises management regarding employment issues, disciplinary actions, and terminations;
- Conducts training needs assessments, and plans and implements in-house training programs, and/or outside training, seminars, or conferences;
- Provides guidance in areas of recruitment, maintenance of classification and pay plan, administration of employee benefit programs, safety programs, and risk management and wellness programs
- Oversees the Town's unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings, and filing appeals when necessary;
- Conducts exit interviews with employees who resign their position;
- Coordinates compensation management studies to develop competitive pay plans and manages ongoing integration and maintenance of compensation plan;
- Manages processes related to FMLA and other types of unpaid leave, and assures compliance;
- Prepares reports for submission to various governmental agencies;

- Coordinates, audits, and designs insurance benefit activities as directed by the Town Administrator;
- Functions as the Town's loss prevention and liability contact;
- Serves as the Town's Title VI coordinator;
- Communicates effectively and courteously with the public, employees, and the media in person, in writing, and/or by telephone;
- Represents the Town in professional and civic organizations;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Substantial knowledge of current federal and state laws regarding employment practices, especially as it relates to employee rights and FLSA standards; must possess effective and clear verbal and written communication skills; strong leadership, managerial skills, time management skills, and organizational skills; must possess proven expertise in solving problems and budget management skills; must be skilled in computers to perform necessary tasks with common office and HR programs. Uses a high degree of initiative and sound, independent judgment in making daily decisions.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an Accredited College or University in Human Resource Management, or related field, and 3+ years of experience in professional, exempt-level human resource work, preferably in municipal government; Human relations-related certification, such as Society for Human Resource Management (SHRM), or Human Resource Certification Institute (HRCI), or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job..

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, holidays, weekends, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Attitude: Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

Sensory Requirements: Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires color perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 19
Exempt
July 24, 2024