


JOB DESCRIPTION
Director of Human Resources

Date of Last Revision: September, 2022

 WESTERLY Rhode Island	DEPARTMENT	Human Resources		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Director of Human Resources is responsible for performing a variety of complex administrative, technical, and professional work in directing and supervising the municipal personnel program, including employee classification, compensation, talent acquisition, benefits, HRIS, employee relations, labor relations, and training.

ESSENTIAL JOB FUNCTIONS

- Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding human resources activities and confers as appropriate regarding policies, programs and activities.
- Directs, manages, leads, coordinates and mentors departmental staff.
- Manages and supervises human resource activities to achieve goals and maintain compliance with essential human resource programs, rules, regulations, and laws.
- Provides professional advice to the Town Manager (as well as elected and appointed boards as necessary) on human resource management issues.
- Communicates official human resource management policies and procedures to staff.
- Recruits, interviews, and assists in the selection of employees to fill vacant positions; researches and implements programs to attract diverse and talented workforce.
- Plans and conducts new employee orientation, including the research, assembly, distribution, and explanation of an employee handbook covering policies and procedures of the Town.
- Conducts workplace investigations as they arise.
- Collects and analyzes data on metrics within the department.
- Maintains confidential personnel records that will include hiring, promotions, demotions, transfers, terminations, retirements, performance reviews, and salary adjustments.
- Conducts wage surveys within the labor market to determine competitive wage and compensation schedules; analyzes data to determine said competitive schedules.
- Prepares employee separation notices and related documentation; conducts exit interviews to determine separation reasons.
- Studies and recommends procedures to reduce absenteeism and turnover.
- Plans for and organizes (independently and with outside vendors) employee training, assistance, and placement.
- Maintains records of employee characteristics for use in government reporting purposes.
- Coordinates and administers vacancy postings and advertisements per collective bargaining agreements.

- Plans and directs implementation and administration of benefit programs; directs preparation and distribution of written and verbal information to employees of benefit programs, including insurance plans, pension plans, employee leave, etc.
- Collects and analyzes data on existing benefits plans and programs; researches prevailing practices among similar organizations to establish competitive benefits programs; plans modifications and recommends changes to the Town Manager relative to such benefits.
- Responsible for worker's compensation and injury on duty reporting and investigation.
- Implements safety programs to contain lost time costs; manages modified duty and return to work programs.
- Maintains the collection, preparation, and review of data for reports, proposals and other formal written communications and ensures that all reports and correspondence achieve a high level of quality.
- Responsible for compensation and classification studies by performing research on plan design.
- Works with a variety of stakeholders to ensure accurate personnel information pertaining to benefits payments, enrollment, and reconciliation of third-party vendor billing.
- Works collaboratively with Finance to ensure databases are maintained accurately.
- Calculates and reimburse retirees base on collective bargaining agreement provisions.
- Manages correspondence to all stakeholders on all new benefits and incentives.
- Responsible for providing assistance to the Town Manager and Town Solicitor during contract negotiations, arbitrations, and other union related matters.
- Develops and administers the Town's wellness initiatives through wellness programs.
- Develops and administers the Town employee recognition and incentives programs.
- Prepares and administers an employee performance evaluation system.
- Provides leadership and direction in the development of short- and long-range human resource program goals; gathers, assembles, interprets, and prepares data for studies and reports for all departments relative to personnel matters.

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in Human Resources which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, regulations and procedures of human resources management.
- Employee classification, compensation, benefits, recruitment, selection and training.
- Federal, State, and local laws pertaining to human resources and labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA, etc.
- safety practices and wellness initiatives.
- Human Resources Information Systems (HRIS), such as Munis.

SKILLS in:

- Interpreting policies, contract language and applicable ordinance and labor laws.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.

- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve various issues or complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Preferred Bachelor's Degree in Human Resources, Public Administration, Business Administration, or related field.
- Minimum of five (5) years of experience in a human resources capacity.
- Minimum of three (3) years of experience in a management or supervisory role.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of or the ability to obtain at least one professional HR certifications from one of the following entities within two (2) years of employment:
 - Human Resources Certification Institute (HRCI).
 - (Society of Human Resources Management (SHRM).
 - Association of Talent Development.
 - International Public Management Association – Human Resources (IPMA - HR).

Professional Certification must remain active and in good standing from issuing body.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.