



Job Description

Town of Westerly

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|-----------------------|-----------------------------|---|------------|------------------------|---------------|-------|--------------------|-----------|---|
| Job Title: | Director of Human Resources | | | | | | | | |
| FLSA: | Exempt | X | Non-Exempt | | Union Status: | Union | | Non-Union | X |
| Supervision Received: | Town Manager | | | Supervision Exercised: | | | Departmental Staff | | |
| Last Revision: | 10/2017 | | | | | | | | |

General Summary:

This position 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, labor relations, payroll, risk management, and training under the general supervision of the Town Manager.

Essential Functions:

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Manages and supervises human resource activities to achieve goals and maintain compliance with essential human resource programs, rules, regulations, and laws.
4. Provides professional advice to the Town Manager (as well as elected and appointed boards as necessary) on human resource management issues
5. Communicates official human resource management policies and procedures to staff
6. Recruits, interviews, and assists in the selection of employees to fill vacant positions; researches and implements programs to attract diverse and talented workforce.
7. Plans and conducts new employee orientation, including the research, assembly, distribution, and explanation of an employee handbook covering policies and procedures of the Town.
8. Conducts workplace investigations as they arise.
9. Collects and analyzes data on metrics within the department.
10. Maintains confidential personnel records that will include hiring, promotions, demotions, transfers, terminations, retirements, performance reviews, and salary adjustments
11. Conducts wage surveys within the labor market to determine competitive wage and compensation schedules; analyzes data to determine said competitive schedules.
12. Prepares employee separation notices and related documentation; conducts exit interviews to determine separation reasons.
13. Studies and recommends procedures to reduce absenteeism and turnover.
14. Plans for and organizes (independently and with outside vendors) employee training, assistance, and placement.
15. Maintains records of employee characteristics for use in government reporting purposes

16. Coordinates and administers vacancy postings and advertisements per collective bargaining agreements.
17. Oversees Town and School payroll processing evaluating process for efficiency and making changes when necessary.
18. 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.
19. 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.
20. Responsible for worker's compensation and injury on duty reporting and investigation.
21. Implements safety programs to contain lost time costs; manages modified duty and return to work programs.
22. Responsible for providing assistance to the Town Manager and Town Solicitor during contract negotiations, arbitrations, and other union related matters.
23. Develops and administers the Town's wellness initiatives through wellness programs.
24. Develops and administers the Town employee recognition and incentives programs.
25. Prepares and administers an employee performance evaluation system.
26. 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.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in human resources, public administration, business administration, or related field.

Experience:

Five years of experience in a human resources capacity, with at least three years in a management or supervisory role.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of human resources management.
- Advanced knowledge of employee classification, compensation, benefits, recruitment, selection and training.
- Working knowledge of Federal, State, and local laws pertaining to human resources and labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA, etc.

- Working knowledge of risk management, safety practices and wellness initiatives.
- Working knowledge of various human resources information systems (HRIS).

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Professional Human Resources Certification by the Human Resources Certification Institute (HRCI) or the Society of Human Resources Management (SHRM), or Certified Professional in Learning and Performance (CPLP) is preferred, and at least one professional HR certification will be required within one year of hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

| <i>Physical Activities</i> | <i>Amount of Time</i> | | | |
|--|-----------------------|----------------|-------------------|----------------|
| | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Stand | | x | | |
| Walk | | x | | |
| Sit | | | | x |
| Use hands to finger, handle, or touch | | | | x |
| Reach above shoulders | | x | | |
| Climb or balance | | x | | |
| Stoop, kneel, crouch, or crawl | x | | | |
| Talk or hear | | | | x |
| Taste or smell | x | | | |
| Driving (including valid driver's license) | x | | | |

| <i>Lifting Requirements</i> | | <i>Amount of Time</i> | | | |
|--|------------------|-----------------------|-------------------------|-------------------|----------------|
| | | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Up to 10 pounds | | | x | | |
| Up to 25 pounds | | | x | | |
| Up to 50 pounds | | | x | | |
| Up to 100 pounds | | | x | | |
| More than 100 pounds | | | x | | |
| <i>Noise Level in the Environment</i> | | | | | |
| | Very quiet | | Quiet | | |
| x | Moderate Noise | | Loud Noise | | |
| | Very Loud Noise | | | | |
| <i>Environmental Conditions</i> | | <i>Amount of Time</i> | | | |
| | | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Work near moving mechanical parts | | x | | | |
| Work in high places | | x | | | |
| Risk of electrical shock | | x | | | |
| Risk of radiation | | x | | | |
| Work in extreme weather conditions | | x | | | |
| Exposure to blood or other body fluids | | x | | | |
| Exposure to hazardous chemicals | | x | | | |
| <i>Special Vision Requirements</i> | | | | | |
| x | Close vision | x | Distance vision | | |
| | Color vision | x | Peripheral vision | | |
| x | Depth perception | x | Ability to adjust focus | | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.