

HUMAN RESOURCES DIRECTOR

General Statement of Duties

Performs administrative, supervisory, and professional work in managing the human resources system and safety program for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of personnel programs in cooperation with managerial levels in the Town. Work includes developing policies and programs, researching professional journals and materials, and planning for the implementation of personnel practices with department heads and employees. Functions include risk management covering worker's compensation and OSHA safety enforcement, recruitment and selection, benefits, classification and compensation, employee training, employee relations, and personnel records management. Work includes assisting in budget preparation and supervision of building maintenance functions. Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the general supervision of the Town Manager, and work is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources and safety functions.

Performs professional level duties in the functional areas of risk management, classification and pay, employee relations, benefits program development, affirmative action issues and personnel problems including discipline and dismissal and other personnel functions as needed;

Administers personnel functions including employment screening and referral, employee orientation and exit interview programs, personnel actions processing, and benefits enrollment and performance appraisal system; inputs actions into the payroll system.

Develops and recommends personnel programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; and implements once the Board approves.

Advises the Town Manager on personnel related issues; serves on the management team; assists in preparing the budget including forecasting personnel expenditures; confers with departmental heads on policy issues and interpretation; advises employees on personnel policy and program matters.

Administers the classification and pay system; reviews requests for new positions and

allocates to existing classification plan or recommends new classes within the plan structure; coordinates employee performance appraisal program.

Supervises the administration of the safety program including safety inspections, workers compensation, and employee training.

Additional Job Duties

Supervises the building maintenance personnel for the Town.

Makes periodic presentations to managerial and employee groups.

Performs special personnel related projects for the Town Manager.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the theory, principles and practices of personnel administration including the functional areas cited.

Considerable knowledge of the laws, rules, and regulations that apply to personnel policies and practices in the public and private sector.

Considerable knowledge of the trends and modern technology now being implemented in the fields.

Some knowledge of principles of organization and management and statistical concepts and methods.

Ability to establish and maintain an effective central personnel program, and to provide management with costs projects, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources and safety programs.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of fingering, talking, and hearing.

Must be able to perform sedentary work, exerting up to 10

pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a major in personnel, business or related human service field and considerable experience of a progressively responsible nature in personnel management, including some supervisory experience; or an equivalent combination of education and experience.

Fair Labor Standards Act (FLSA) Status

Exempt

2017