

Human Resources Director

Town of Sudbury

The Town of Sudbury seeks a highly responsible, motivated and experienced professional for the position of Human Resources Director for this progressive MetroWest community. The position is open due to the retirement of the incumbent. Responsibilities include all aspects of human resources management and benefits administration for over 200 employees, collective bargaining, oversight of town wide risk management programs, and senior level support for general governmental administration. Requires comprehensive knowledge of municipal finance, operations and human resources management, particularly collective bargaining, excellent verbal, written and interpersonal communication skills, extensive familiarity with the Massachusetts General Laws and federal and state employment law, demonstrated leadership ability and sound judgment. Minimum qualifications: Bachelor's degree in related field, Master's degree is preferred, 5 years municipal management experience, or an equivalent combination of education and experience.

Candidates ***must*** meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Starting salary \$108,493 to \$121,752 DOQ with full range to \$142,715. Letter of interest and resume to Town Manager via e-mail to TownManager@sudbury.ma.us on or before Friday, February 21st at noon. Resumes will be reviewed as received. Position remains open until filled. AA/EOE

See below for complete Job Description.

HUMAN RESOURCES DIRECTOR

Position Purpose:

The purpose of this position is to perform highly responsible professional, administrative and supervisory work managing personnel and benefits programs, as well as being responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. The Human Resources Director serves as a member of the senior management team.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature, requiring the exercise of independent judgment in providing professional advice to department heads and employees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the Human Resource Functions of the town.

Supervision Received: Works under the policy and administrative direction of the Town Manager with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department goals and objectives. Questions are referred to supervisor only when clarification of operating policies and procedures is needed.

Supervision Given: Has direct supervisory responsibility for up to five employees. Works directly with and advises all Department Heads and Senior Managers to resolve personnel staffing, training, discipline, grievance, and other employee issues. Conducts interviews and makes offers for all full-time and named positions.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate most of the time. Attends all Town Meetings; attends other evening meetings as required.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with all town departments/committees/boards, local and state government officials and agencies, insurance carriers, and consultants. Contacts are in person, virtually, in writing, and by telephone, and require a high level of courtesy, patience, and the ability to influence the behavior of others.

Has access to a wide variety of town-wide confidential information including bid proposals, personnel records, litigation, negotiating positions, as well as personal information about citizens.

Errors in judgment could have continuing adverse effect on the town's ability to deliver services, have legal ramifications, and cause significant adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as 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 the position.)

With the Town Manager and Asst. Town Manager, represents the Town in preparing and negotiating union contracts. Advises department heads and managers; counsels employees about labor relations issues and in work-related problems and disputes; participates in mediations, fact-finding, grievances and arbitrations. Assists the Town Manager and Labor Counsel in collective bargaining, the preparation of union contracts, and media relations. Conducts research and analysis; makes recommendations. Participates in the development of strategies.

Formulates and recommends personnel and labor relations policies and objectives; presents such recommendations and implements policies upon approval; and interprets such policies, including collective bargaining agreements, in the administration of Town personnel programs.

Oversees the administration of compensation policies and practices as delegated by the Town Manager in accordance with collective bargaining agreements, Town by-laws and policies, and federal and state statutes. Conducts area wage and salary surveys; receives and evaluates requests for position reclassifications; and recommends related wage, salary and reclassification actions.

Assists in formulating and overseeing the uniform application of town personnel policies and procedures. Maintains current Handbook for all employees. Monitors adherence to classification and compensation plan; updates and modifies as needed

Administers the employee benefit programs, including group health, life insurance, flexible spending programs, deferred compensation, and retirement plans. Works closely with the Town Accountant, vendors, and consultants; makes recommendations to the Town Manager concerning choice of carriers and long-term strategy. Responsible for renewing the PEC Agreement with the GIC under the Municipal Health Care Process working with the IAC (Insurance Advisory Committee) and PEC (Public Employee Committee).

Directs recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applications, assisting department managers in selecting candidates and conducting employment checks and necessary education verifications. Oversees onboarding process for all new employees. Process employee exits resulting from resignation, release and/or retirement.

Researches and makes recommendations to the Town Manager on all facets of the Personnel function for all departments and employees including training, discipline, evaluation, records management, benefits management, and management of EAP program.

Provides administrative and technical support and recommendations for the Town Manager and department heads on operational, practical, supervisory, fiscal, management, and planning issues.

Oversees the town's risk management programs including property, liability, fleet, and worker's compensation. Negotiates contracts and coverage, ensures compliance with provisions of each insurance policy to prevent lapses in coverage, and determines appropriate coverage level required.

Researches availability, prepares applications, and seeks support for receipt of grants for various municipal purposes.

Prepares and administers annual budget projections for Town insurance programs for both Town and School employees, including health, life, unemployment and workers' compensation insurance and monitors those budgets throughout the year. Develops, manages, and monitors the HR annual operating budget.

Serves as Affirmative Action Officer and A.D.A. Coordinator.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Public Administration or related field; Five years of experience in human resources or municipal management; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the functions of municipal government and/or human resources. Working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.

Skill: Mediation, conflict resolution, and leadership skills. Excellent customer service skills. Good analytical and budgetary skills. Superior public speaking skills. Skill in the use of the above mentioned equipment.

Physical Requirements:

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.

Regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, fine tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Must be able to access all municipal buildings and office space.

Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as equipment, books, and supplies. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)