

TITLE: DIRECTOR OF PERSONNEL (due to a retirement effective 01/01/15)
DEPARTMENT: LABOR RELATIONS & PERSONNEL
LEVEL: M-12 \$64,765 - \$79,000

FUNCTION: Responsible for all matters related to personnel functions including recruitment, employment, regulatory compliance and reporting, policy development and documentation, record-keeping, classification, compensation, benefits administration, training and performance management, in accordance with applicable Federal and State laws, City Code and policies.

SUPERVISION RECEIVED: Works under the broad policy guidance of the Mayor.

SUPERVISION EXERCISED: Exercises supervision over support staff of the department, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director establishes uniform personnel policies consistent with the provisions of laws; conducts investigations and studies on all matters as they may relate to personnel practices and policies; makes reports and recommendations to the Mayor and City Council concerning personnel policies to promote economy and efficiency; establishes a uniform classification program for municipal positions; establishes and maintains a performance evaluation program for departments; develops health and safety programs for employees; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for these benefits, advises Department Heads, municipal officials and employees on all aspects of the personnel program; counsels employees and managers in customer service and all aspects of departments' personnel issues, and investigates personnel problems and disciplinary issues; represents Management at grievances, hearings and investigations; participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees; makes personnel rules with the approval of the Mayor for the administration of the personnel program; administers City, State and Federal programs related to personnel administration. Works with Department Heads and various staff and employees on personnel transactions; mediates problems between employees; works to improve communication within and between departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures; is the appointed delegated Personnel Administrator under the rules and regulations of the Massachusetts Human Resources Division and Civil Service Commission. Recommends for adoption by the City Council such ordinances as the Mayor may deem necessary or expedient; serves as a member of various committees; carries out such duties as the Mayor and City Council may direct.

The duties listed above 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.

QUALIFICATIONS: Knowledge equivalent to a Master's degree in personnel administration, or related field plus five years' experience in personnel administration including three years in an administrative capacity, preferably in a municipal setting. Thorough knowledge of public sector personnel practices and applicable Federal and State laws including, but not limited to, Massachusetts General Laws Chapter 31, Massachusetts General Laws Chapter 32A, Affordable

Care Act, employee classification, compensation and benefits, recruitment, selection, training. Thorough knowledge of preparing and administering municipal budgets. Skilled in planning, directing and administering personnel programs and systems. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, labor unions and the general public; ability to efficiently and effectively administer a personnel system. Highly proficient in Microsoft Word, Excel, Power Point and Munis preferred

PHYSICAL AND ENVIRONMENTAL STANDARDS: Normal office environment, not subject to extremes in temperatures, noise, odors, etc; regular interruptions to assist citizens; may spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity; regular lifting and carrying of files, documents, records, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

The 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.