

TOWN OF WETHERSFIELD HUMAN RESOURCES MANAGER

POSITION SUMMARY

Under the general direction of the Town Manager, performs responsible public personnel administrative work involving: planning, coordinating and implementing staffing; affirmative action; benefits administration; job classification and compensation functions; participating in the Town's labor relations programs; coordinating the Town's training and development program; and administering the workers' compensation and family medical leave programs. Responsible for all general personnel functions, employee relations activities, and special projects assigned by the Town Manager.

ESSENTIAL FUNCTIONS

Administers the Town's personnel program including advertising and recruitment, competitive examinations and selection. Assists in placing and orienting new employees.

Administers the Town's Affirmative Action program, and acts as the Town's Affirmative Action Officer.

Designs, coordinates, implements and participates in training programs for employee skill development.

Designs and participates in research and analysis on compensation, related costs and issues in the development of collective bargaining agreements with employee organizations. Participates in labor negotiations. May serve as the Town Manager's representative in step three grievance hearings, mediation and arbitration hearings.

Maintains the Town's salary and job classification plan by conducting salary surveys, and conducting studies of new or changed jobs, and recommending revised job descriptions.

Assists the Town Manager in the development and implementation of administrative policies and programs including Personnel Rules.

Receives and investigates citizen complaints, and takes required action for their resolution.

Plans, designs and coordinates studies, and prepares reports on various organizational, operational or policy problems as assigned.

Provides advice and direction to department and division heads and supervisors on personnel policies, disciplinary action and employee problems.

Provides benefit information to employees, resolves problems with insurance companies, and develops cost estimates and alternate benefit plans.

Coordinates activities involving workers' compensation insurance, including but not limited to administration of claims processing, coordination of treatment, coordinating drug/alcohol testing; maintains communications with workers' compensation insurer.

Ability to use knowledge and reasoning to solve complex problems.

Ability to distinguish between public and confidential information and handle appropriately.

Ability to learn and apply new information, technology and legislation applicable to departmental activities. Works in a typical office setting subject to interruption, heavy traffic flow and heavy work volume expectations.

May be exposed to dust and electro-magnetic radiation from computer monitors.

Serves as staff to and may chair various committees including the Loss Control/Safety Committee.

Performs related work as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of public personnel administration, including job classification and compensation, workers' compensation, recruitment, testing and selection, benefits administration, affirmative action, training and labor relations.

Considerable knowledge of the principles and practices of public administration.

Ability to coordinate and conduct studies and prepare reports on projects as assigned.

Ability to administer, analyze and evaluate programs, policies and procedures.

Ability to establish and maintain effective working relationships with coworkers, union officials, other government agencies and the general public.

Ability to operate a personal computer and use computer software packages related to personnel administration and management.

Ability to communicate orally and in writing, including the ability to handle sensitive and confidential matters, and prepare and present statistical and narrative information.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

(Required for essential duties). Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

Mobility to get from one location in the office or work place to other locations in and outside of the primary office or work place. Ability to sit for long periods of time.

Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in reading/proof reading narrative or reports. Ability to read information, charts and/or diagrams from a computer monitor.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files and records.

Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities for more than three hours at a time.

Memory to perform multiple and diverse tasks over long periods of time and ability to remember

MINIMUM QUALIFICATIONS:

Bachelor's Degree (Master's Degree preferred) from an accredited college or university in Human Resources, Industrial Relations, Public Administration or related field, plus seven (7) years of progressively responsible Human Resources experience (5 years of experience with a Master's Degree). Experience should include three (3) years in leadership and supervisory roles involving the development of HR Policy; employee recruitment and selection; administration of employee benefit programs and workers' compensation programs; development of training programs; and two (2) years in labor negotiations. Candidates with an equivalent combination of education and experience may be considered.

SPECIAL REQUIREMENTS:

Connecticut Motor Vehicle Operator's License

GRADE/SALARY: \$92,000.00 to \$108,000.00 (Depending on qualifications/experience)

The above job description is illustrative and not a complete itemization of all facets of any jobs.

All applications must be received in the Town Manager's
Office by: Friday, October 30, 2020 at 4:00 p.m.

The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, disability, veteran status, or sexual orientation in employment or the provision of services.