

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** Human Resources Manager

**Department:** Selectmen's Office

**Appointing Authority:** Town Administrator

**Affiliation:** Non-Union

**Grade:** N-8

**Personnel Board Approved:** 01/10/2019

### **Summary of Duties**

The Human Resources Manager administers HR functions in accordance with applicable federal and state laws, town bylaws, and town policies. Under the direction of the Town Administrator, the HR Manager evaluates and recommends options to address a wide variety of human resources issues. The HR Manager coordinates with the Town Administrator and Benefits Manager to administer key HR functions, including employee benefits, insurance, department budget, and other projects, as assigned.

### **Supervision Received**

The Human Resources Manager works under the direction of the Town Administrator.

### **Supervision Exercised**

The HR Manager directly supervises Human Resources staff; exercises functional supervision over all Town employees in areas related to the administration, implementation and enforcement of Town and Personnel policies, local bylaws, and collective bargaining agreements.

### **Job Environment**

The HR Manager works in a typical office environment, with frequent interruptions and requests for information. The HR Manager attends Personnel Board meetings and Board of Selectmen meetings, as directed by the Town Administrator. The HR Manager may attend other Town board or commission meetings as necessary.

The HR Manager must be proficient with standard office equipment, including a personal computer, photocopy machine, fax machine, etc.

### **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.*

The HR Manager performs responsible functions which require sound judgment and confidentiality, including:

- Interprets and applies statutes, regulations, policies, and procedures to individual and situations;
- Assesses training and development needs to optimize the Town's human capital;
- Recommends organization changes to improve performance and interdepartmental coordination;
- Implements administrative controls, policies, and procedures regarding HR administration;
- Advises senior management on the effectiveness of policies and procedures, keeping them informed regarding relevant HR issues;
- Administers Human Resources functions for Town personnel, with the exception of School personnel, including: recruitment, hiring, orientation, ADA compliance as it relates to employment, wage and salary administration, position descriptions and job classifications, policy administration, staff development and training, performance evaluations, and attendance tracking (including illness, vacation, personal, FMLA, and other authorized absences);
- Oversees the maintenance of centralized personnel files, ensuring that they are current and complete;
- Oversees fringe benefits and COBRA, which includes retirees and school employees' benefits on specific items;
- Maintains the MUNIS personnel system, including time and attendance, new hires, and status changes;
- Develops recruitment procedures and directs recruitment efforts (advertises and posts vacancies; reviews applications and screens for entrance requirements; interviews candidates; makes recommendations to hiring authorities in accordance with established guidelines; ensures legal compliance);
- Develops procedures for and oversees orientation of new employees; maintains and revises Employee Handbook.
- Conducts exit interviews with departing employees; uses information to improve the operation, organization, and culture of individual departments, administrative policies, and the Town as a whole.
- Assesses employee morale and recommends programs to improve it; Develops, conducts or provides for training for employees as needed in federal, state and local statutes, policies and by-laws related to human resources issues; develops training topics and conducts training for the professional development of the staff; serves as the Town's representative in a municipal training group.
- Administers workers' compensation, MGL C.41, §111F compensation, property and casualty insurance, general liability insurance, unemployment compensation and all other insurance for town departments, including the School Department;
- In conjunction with the Finance Director/Town Accountant, administers, selects, and monitors employee benefit plans;

- Serves as the Town's representative on a multi-town health insurance purchasing consortium board;
- Oversees and coordinates the Town's Employee Assistance Program through contracted vendor services;
- Oversees Risk Management (develops, implements and administers programs aimed at reducing the Town's exposure and limiting potential liability);
- Serves as affirmative action officer in the areas of employment activities, demonstrates sensitivity for, and assures Town compliance with all factors affecting EEO, affirmative action, and ADA;
- Serves as administrative and investigative officer for issues and complaints relative to access to public facilities and programs;
- Attends meetings of the Personnel Board and conveys all relevant issues to the Personnel Board for policy direction, advice, and/or resolution;
- Prepares agenda and all necessary support data for Personnel Board members and serves as Board Secretary in recording and preparing meeting minutes for approval by the Board;
- Drafts decisions, writes letters and other correspondence on behalf of the Personnel Board to include warrant articles, annual reports, budgets, collective bargaining contracts, grievance decisions and memorandum of agreements;
- Reviews salary portion of the annual operating budget;
- Oversees the planning of employee appreciation events such as employee picnics, safety luncheons, holiday parties, etc.

The HR Manager has regular contact with department heads and other employees, state and federal agencies, labor counsel, union officials, and consultants. Contacts require judgment, persuasion, and patience.

Has access to Town-wide confidential information including personnel records, employee related legal proceedings, negotiating positions and collective bargaining strategies and plans.

Errors in judgment could affect the town's ability to deliver services and could result in substantial monetary and/or legal repercussions, could expose the town to certain legal liabilities, and could affect the public's confidence.

Performs other duties as assigned by the Town Administrator.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in human resources, public administration, business administration or related field. Masters Degree preferred.

#### **Experience:**

Over two years of related professional experience, preferably in a municipal setting.

#### **Substitutions:**

An equivalent combination of education and experience.

**Licenses/Certificates:**

Must have a valid license to operate a motor vehicle.

**Knowledge, Abilities and Skills:**

The HR Manager should demonstrate:

- Working knowledge of human resources principles, practices and methods as applicable to a municipal setting
- Thorough knowledge of all applicable federal and state statutes, and regulations affecting human resources activities including ADA, FMLA, FLSA, COBRA, workers' compensation, 111F, affirmative action / equal opportunity employment
- High degree of diplomacy, confidentiality and judgment
- Effective oral and written communication
- Ability to work with appointed and elected boards, department heads, front-line staff, legal counsel, union business agents, consultants, and the general public
- Ability to identify goals and objectives and organize workload
- Ability to prepare, manage and review budgets
- Ability to administer and interpret regulations, policies and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus
- Ability to handle sensitive issues discretely
- Ability to operate a personal computer proficiently
- Skill in developing policies and procedures
- Sensitivity in employee related matters and for all factors affecting EEO and affirmative action

**Physical Requirements**

Light physical effort required to perform duties under typical office conditions.

Frequently required to sit, communicate, and move around the Town Building.

Occasionally required to move, push or pull items weighing up to 40 pounds.

Occasionally required to visit employee worksites outside of the Town Building.

*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.*