



**TOWN OF HOLBROOK
HUMAN RESOURCES DIRECTOR**

POSITION PURPOSE

The Human Resources performs complex professional, administrative, technical, and supervisory work in planning, coordinating, organizing, developing, and implementing the activities of the Human Resource Department. Maintains a town-wide system of personnel and benefits administration to ensure that managers and employees have a consistent and equitable base of personnel related policies and procedures.

ESSENTIAL FUNCTIONS

Administers employee insurance programs (including health, life, dental, disability, and employee assistance program), including the distribution of information to employees regarding insurance benefits' costs, policies, and procedures. Onboards, enrolls and terminates employees in accordance with the insurance plans.

Implements the human resource requirements for the Town; acts as central personnel file repository; administers or provides for the administration of appropriate recruitment, training, and other human resource development programs and activities conforming to Federal, State, and Local requirements such as ADA, EEO, Civil Service, HIPAA, Workers Compensation Statutes, MCAD, and Town Personnel Policies, Regulations.

Responsible for leave administration which includes benefits under collective bargaining agreements, Town Policies and applicable leave statutes such as MPLA, FMLA.

Administers workers compensation program and injured on duty programs, including the review and approval of injury reports and workers compensation calculations, monitoring of medical treatment, interaction with state Department of Industrial Accidents, assists in development of internal policies and procedures to reduce employee accidents and absences.

Directs recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applications, providing a legally compliant hiring process. Convenes interview panels. Maintains integrity of employment process according to Town policy and Department of Labor standards.

Maintains and implements personnel policies and procedures, ensuring consistent interpretation and application. Recommends to the Town Administrator changes to personnel policies as needed and implements employee training on workplace policies.

Prepares and administers HR Department budget.

Performs similar or related work as required, directed or as situation dictates. Regular attendance at the workplace is required.

SUPERVISION

Works under the direction of the Town Administrator. Supervises HR Coordinator.

WORK ENVIRONMENT

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day. Operates a computer using standard office software, GIC Portal, Harpers Payroll Software and related systems, and all other standard office equipment. Has frequent contact with Town employees, retirees, department heads, applicants, insurance providers, health care providers; and regular contact with other town departments and officials.

QUALIFICATIONS**EDUCATION AND EXPERIENCE**

BS in human resources management, business administration or public administration. Masters preferred. Experience with benefits administration, labor relations and human resources desired.

ADDITIONAL REQUIREMENTS

Ability to become CORI certified.

KNOWLEDGE ABILITY AND SKILL

Knowledge of HR systems Knowledge; Knowledge of the principles, practices, regulations and applicable laws relating to personnel administration in the public sector. Knowledge of benefits, recruitment, selection, training, risk management, safety practices and labor relations. Knowledge and understanding of FMLA, ADA, FLSA, COBRA, Affirmative Action, Equal Opportunity and HIPAA.

Ability: Ability to interact in a positive and effective manner with personnel at all levels. Ability to serve as a strategic partner with all department heads on matters related to human resources. Ability to demonstrate objectivity, sensitivity and a balanced perspective regarding employee concerns and organizational expectations. Ability to prepare and analyze comprehensive reports.

Skill: Excellent public relations skills. Proficient in Microsoft Office and HR software. Ability to interact effectively with a wide-range of individuals, in coordinating the facilitating, development, and implementation of projects and programs. Ability to communicate clearly and concisely, in writing and orally.

PHYSICAL REQUIREMENTS

Employee is regularly required to walk, stand, sit, speak and hear; uses hands to finger, handle, feel or operate objects, tools, or controls. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges; requires ability to read documents and use a computer.

NOTES

The essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

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.