



37.5 Hours	Human Resources Director	Assistant Department Head	Job Description
Direct Report	Town Manager/Administrative Services Director	Grade	J \$75,177 - \$ 93,473
Department	Administrative Services	FLSA	Exempt
Division	Human Resources	Bargaining Unit	Non- Union
Date	June 2016	Location	Town Hall

Summary

Oversees and is responsible for all aspects of the day to day operations of the Human Resources Division. Performs a variety of complex professional and administrative functions in administering the Town's personnel programs for employees and retirees.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversees the administration of the Town's compensation and classification plans, including out of classification pay and accruals. Responsible for employee payroll adjustments and increases.
2. Manages and oversees the administration of all employee benefits programs for all Town, School, and Reading Municipal Light Department employees and retirees, including health, life, and dental insurances, flexible spending accounts, and deferred compensation. Coordinates with the third party administrators.
3. Manages the time-off benefit program for all Town and School employees, including sick, vacation, and personal time. Manages employee requests for leave, including FMLA administration.
4. Oversees the hiring process for all Town employees. Responds to department requests for staff, submits advertisements, attends job fairs, creates job descriptions, conducts interviews, checks references, performs pre-employment screenings (including CORI and SORI), and conducts new employee orientation. Coordinates **with** applicable department heads as needed.
5. Administers the employee performance review system and develops performance improvement plans.
6. Oversees the implementation of the progressive disciplinary process through department heads. Coaches department heads in the process and improvement plans, and participates in hearings.
7. Processes employee complaints and grievances, and conducts investigations as needed.
8. Administers the workers compensation program for job related injuries involving Town, School, and RMLD employees and the indemnification program for job related injuries involving Police and Fire personnel; coordinates with the third party administrator.
9. Co-Chairs the Safety Committee and coordinates safety trainings.
10. Provides administrative oversight of Police and Fire 111F claims, processing, IME determinations, and approvals.
11. Works with health providers regarding approval and review of proposed treatments. Approves requests for medical treatment for injured police and firefighters as needed.
12. Administers occupational health and drug screening process.
13. Maintains union contracts, participates in negotiations and contract reviews.
14. Prepares professional development proposals and training schedules.
15. Coordinates unemployment claims with the State unemployment office and the third party administrator.
16. Develops and maintains human resources policies and procedures, and arranges for periodic reviews and updates.
17. Communicates with employees on a regular basis and responds to policy questions, benefits questions, complaints, requests for conflict resolution, etc. Explains, enforces, and encourages employees to follow policies and procedures.
18. Maintains all official employee personnel records and ensures their confidentiality.



- 19. Oversees and coordinates progressive discipline policies including coordination of employee discharge process.
- 20. Serves as the Privacy Officer and is responsible for EEO-4, Department of Labor reporting, OPEB data, and Insurance Committee PEC.
- 21. Oversees and coordinates Employee Sick Bank policies and enrollment process.
- 22. Provides assistance to the Town Manager in a variety of functions, including labor negotiations and preparing a variety of studies, reports, and related information for decision-making purposes. Communicates with the Town Manager regularly to coordinate operations and resolve problems.
- 23. Communicates and coordinates with a variety of outside vendors, including business owners, third party administrators, health providers, banks, insurance companies, subcontractors, etc.
- 24. Responsible for vendor selection and bid reviews.
- 25. Performs other duties as assigned.

Peripheral Duties

- 1. Regularly updates knowledge by reading and studying journals, studying periodicals in the area of expertise, meeting with others in the field, and/or attending specialized training courses/seminars;
- 2. Attends events and maintains involvement with professional groups and associations such as SHRM and MMPA.

Supervisory Responsibility

- 1. Provides direct supervision to the Administrative Secretary and a part-time clerical worker. May occasionally supervise contractors or volunteers. Supervisory responsibilities include interviewing and selection, training and development, scheduling, evaluating performance, recommending pay increases, counseling, disciplining, and terminating. Responsible for operating and capital budget of \$50,001 to \$250,000.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Supervision/Management Excellence	Quality Control
Discernment/Judgment	Problem Solving	Planning & Organizing
Customer Service		

Work Environment

Work is mostly performed in an office environment. The noise level is usually quiet.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.



Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor’s Degree in Human Resources Management, Business Administration, or a closely related field; and
2. Five (5) to seven (7) years of professional human resources experience, including some supervisory experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

None.

Additional Knowledge, Skills and Abilities

1. Knowledge of Human Resources Best Practices, employment law, and union/labor negotiations;
2. Expert knowledge in insurance and benefits, including HIPPA regulations;
3. Understanding of the legislative process and how it affects the workforce and the updating of regulations;
4. Ability to maintain highly confidential Town-wide information such as personnel records, collective bargaining negotiations, and pending lawsuits and investigations;
5. Excellent public relations skills;
6. Excellent organizational and multi-tasking skills;
7. Knowledge of budgeting and related financial management practices;
8. Ability to communicate effectively, orally and in writing;
9. Ability to establish and maintain effective working relationships with employees, supervisors, Town Officials, other Town department, outside agencies, retirees, health providers, State offices, and the public;
10. Skill in the operation of computers and assigned software, including Microsoft Office, Munis, and Laserfiche.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____