



Job Title	Assistant Director of Human Resources
Department	Human Resources
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position provides support to the Director of Human Resources, oversees the daily operations of the human resources office, and assists the Director with a variety of human resource related activities including but not limited to: employee and retiree benefits programs; personnel policies, procedures and collective bargaining agreements; classification and compensation plans; preparation for annual and special Town Meetings; and management of office staff.

Supervision

Received	Director of Human Resources
Exercised	Supervises Benefits Administrator and Human Resources Assistant

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Supervises the routine functions of the Human Resources Department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing Town policies and practices.
- Supervises the Benefits Administrator in the performance of their duties and provides support as needed.
- Ensures effective administration of health insurance and other insurance benefit programs for all employees and retirees of the Town.
- Oversees administration of the Town's Workers' Compensation and Public Safety Injured on Duty (IOD) program; attends Workers' Compensation and IOD review meetings and provides background information on individual claims; manages the Town's Accidental Disability Retirement medical program.
- Supervises the Human Resources Assistant; assigns work and oversees the performance of their duties; provides training as needed.
- Provides contract administration for the Department's contracts, following the State and Town procurement laws and policies. Works with the Human Resources Assistant to reconcile invoices to services and/or products provided and ensures timely payment.
- Assists in the preparation and ongoing administration of annual department budget, including expenditure tracking and forecasting.
- Reviews and approves routine personnel transactions including salary adjustments, referring unusual actions to the Director for review. Assures effective and efficient management and maintenance of

personnel transactions within the Town's Enterprise Resource Planning (ERP) system for Town employees.

- Administers the drug testing policies and procedures, including the maintenance of applicable records to Federal standards regarding commercial drivers' licenses; liaison with the TPA, testing provider, the department and the Substance Abuse Professional, as required. Assists department supervisors in policy interpretation, particularly with random and follow-up testing.
- Works with unions, management, and employees to develop safety policies and procedures and to maintain a safe, secure, productive and positive work environment.
- Coordinates training offerings to all departments; researches Town needs and recommends training plans to the Director; implements approved trainings.
- Monitors and reviews current classification and compensation plans and recommends changes as necessary; assists the Director with revising and maintaining job descriptions.
- Develops, recommends and implements new policies, procedures, resources and office systems to improve the efficiency of Department operations.
- Assists with other personnel activities and special projects such as counseling and assisting department managers and supervisors on policies and procedures; interpreting and complying with collective bargaining agreements; researching new benefits programs; monitoring benefits expenses; etc.
- Assists the Director in conducting or overseeing investigations into claims of harassment, discrimination, or other allegations by employees or towards employees.
- Assists the Department's labor relations functions, including providing input for future negotiation issues; costing out potential and final collective bargaining options; researching management and union proposals; and integrating memorandum of agreement into successor collective bargaining agreements.
- Provides professional staff assistance and support to the Director as needed.
- Assists in the committee, commission or board liaison activities of the Director such as preparation of agenda and compilation of information, correspondence and research; attends meetings as needed.
- Attends professional development opportunities including trainings, seminars, workshops and courses with the approval of the Director.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in Human Resources Management, Business Management, Public Administration, or related field, supplemented by at least 4 years of experience in human resources or progressively responsible experience in a related field preferably in a local or state government setting, including supervisory experience, either direct or functional.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none">• Department policies and procedures.• Federal and State labor and employment laws; Americans with Disabilities Act; discrimination prevention laws; insurance laws and regulations and benefit plan provisions; workers' compensation laws, claims management practices; knowledge of OSHA laws and risk management practices; unemployment benefits.• The use of standard office equipment, including computers and relevant software programs.
Ability to	<ul style="list-style-type: none">• Multi-task and prioritize work.• Deal with highly sensitive information and maintain confidentiality.• Communicate effectively both verbally and in writing.• Prepare complex correspondence and reports.• Assign and supervise the work of others; motivate employees to work toward common goals.• Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	<ul style="list-style-type: none">• Benefits administration.• Budget development.• Oral and written communications.• Strategic thinking and decision making.• Public relations.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.