

## **Job Description**

### **Human Resource Manager**

**Reports To:** Finance Director and, generally, Town Administrator

#### **Subordinates:**

**Summary:** The Human Resource Manager manages human resource functions in the Town, including oversight of recruitment and employment, employee recordkeeping and reporting, employee relations, policy development, labor relations, training and development.

#### **Responsibilities:**

1. Oversight of personnel records, including personnel files and records concerning employee complaints or grievances, leaves or absence, benefits continuation, workplace accommodations and disciplinary investigations.
2. Serving as an interface for employees on issues such as complaints of harassment or discrimination or policy questions.
3. Resolving compliance issue regarding applicable human resource and employment laws and regulations, and collective bargaining agreements.
4. Overseeing the employment process including serving, as needed, as an employment interview panelist, conducting screening interviews, completing (or assisting department heads in completing) reference checks on candidates, or creating or suggesting interview questions.
5. Effectively recommending leaves of absence or disability accommodations, in compliance with applicable policies and federal, state and local laws and ordinances.
6. Developing and deploying employee relations programs such as health or benefit fairs, recognition programs or employee events, as budgeted and approved.
7. Researching and offering various skills training opportunities and programs such as management training in avoidance of sexual harassment and discrimination or changes in benefit plans, town policies, and collective bargaining agreements.
8. Assisting, as required, in labor relations including collective bargaining, interpreting and administering collective bargaining agreement administration, and grievance resolution.
9. Other duties as assigned or directed by the Town Administrator or Finance Director.

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#### **Required Knowledge, Skills, Abilities:**

1. Thorough knowledge of human resource management principles and practices.
2. Excellent organizational, interpersonal and leadership skills.
3. Outstanding communication and interpersonal skills, including proficiency on written and spoken English.
4. Ability to work in and adapt to a fast-paced and changing environment.
5. Proficiency in Microsoft Office Suite, applicable human resource information systems and, as needed, payroll systems and other standardized systems.
6. A strong work ethic and commitment to ethical management.

#### **Required Experience:**

1. Experience in an exempt human resources role with at least three years of supervisory human resource experience. Experience in public sector positions and in a unionized environment a plus.
2. Experience must include recruitment and hiring, compensation and benefits, human resource information systems, payroll administration and employee relations.
3. Thorough knowledge of human resource management principles and practices.
4. Experience collaborating with a broad range of individuals.

#### **Required Education, Certification or Licensing**

1. A bachelor's degree in management-related discipline, or equivalent professional human resources experience.
2. Human resource certification or advanced human resource related degree preferred.
3. The successful candidate must have his or her own means of motor vehicle transportation and a valid driver's license in state of residence.
4. Must pass a criminal background check.