

JOB DESCRIPTION

Job Title: Manager of Human Resources
Classification: Professional, Full-time, Non-exempt
Supervises: None
Salary Range: \$65,000-\$72,000

Department: Human Resources
Reports to: First Selectman
Reviewed: February 2024

Non-Union

SUMMARY

The Manager of Human Resources manages a comprehensive personnel program and directs the broad range of activities associated with human resources for the Town. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgment. Work is reviewed on the basis of outcomes and objectives achieved.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Bachelor's degree in human resources, public administration, business administration, labor relations, or a related field. Five years of professional experience in personnel/labor relations, preferably in a municipal setting, or any equivalent combination of education and experience. Valid drivers license and the ability to move throughout the town and state as may be required.

Familiarity with human resources management principles and practices related to recruitment, selection, labor relations, performance evaluation, discipline, equal employment opportunity/non-discrimination, compensation and benefits, worker's compensation, and unemployment benefits administration is required. Knowledge of state and federal employment laws and the ability to apply such laws as they relate to municipalities (ADA, ADEA, COBRA, FMLA, ERISA, FLSA, NLRA, Title VII, etc.). Excellent interpersonal and communication skills are essential. Ability to perform a broad range of management responsibility over supervisory, professional, and administrative support personnel.

- Ability to provide leadership in implementing town and district policies and programs.
- Ability to analyze, interpret and apply relevant applicable Federal, State and Town laws, rules and regulations.
- Ability to establish and maintain cooperative work relationships with town management, labor organization representatives, other town employees and the general public.
- Ability to build relationships and work collaboratively with individuals and groups from all levels of the organization based on trust and confidence.
- Ability to demonstrate a principle centered negotiation approach and analyze labor relations issues and propose alternative strategies.
- Ability to initiate projects and manage priorities while balancing commitments to multiple stakeholders and operating in and being committed to a team environment.
- Ability to handle sensitive and confidential information.
- Ability to communicate in the English language with customers, clients, and the public using a telephone or in a one-on-one or group setting.

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- Ability to produce technical and non-technical written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Manager of Human Resources is responsible for the day-to-day management of human resources of both the Town of Colchester; Oversees the effective implementation of human resources programs and services; Manages activities involved in recruitment and testing, position classification and pay administration, compensation and benefit administration, collective bargaining, employee training and development, employee records administration, employee relations, affirmative action, pension administration, risk management administration and/or related functional areas as defined by the First Selectman.

- Assists in the creation of performance standards and reviews. Assures organizational and individual goals are achieved.
- Interprets Personnel Rules, policies and procedures and enforces regulations and applicable contract agreements, including the adjustment of grievances.
- Assists in budget preparation, including changes to personnel; reviews and approves personnel actions, purchasing requisitions and agreements; maintains equipment and supplies inventory; and authorizes necessary administrative actions.
- Conducts research and other studies; Develops procedural and policy recommendations; Develops and submits new personnel policies for approval.
- Maintains contact with all Town departments to determine changing personnel needs and problems; Coordinates departmental personnel activities and explains personnel policies, procedures, and regulations.
- Advises and consults with Town management, labor representatives, employees, retirees, and representatives of other jurisdictions regarding a variety of personnel actions, laws, programs and services.
- Monitors legislation and labor union agreements and develops policies, programs and procedures to ensure compliance with federal, state, and local laws, regulations and agreements.
- Serves on the Town's labor negotiation team and participates in the preparation, negotiation, and implementation of collective bargaining agreements.
- Meets and confers with staff members, job applicants, and employees or their representatives to discuss and resolve personnel matters.
- Investigates and resolves complex employment and employee relations complaints and issues.
- Monitors and advises the First Selectman on unusual personnel trends and problems.
- Prepares reports and presentations related to assigned responsibilities; Prepares special studies and reports at the request of the First Selectman.

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- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Assumes responsibility for continuing education and professional development for self.
- Promotes a responsive customer service orientation within the department and organization.
- Represents the Town in dealing with other agencies, professional associations, public and private organizations, and the community.

WORK ENVIRONMENT

Must be able to work under stress from demanding deadlines, competing priorities and changing conditions. Manages and coordinates multiple priorities adhering to established timeframes and performance standards. May have occasional interactions with people who, at times, may be agitated. Attends to tasks/functions for more than sixty- (60) minutes at a time. Attendance and participation required at occasional extended night meetings outside the normal business workday, usually with advanced notice.

Has access to confidential records subject to limited disclosure pursuant to statutory prescript. Must have ability to be mobile, use hands, fingers, handle or feel objects, tools or controls to utilize business office equipment. Must be able to push/pull light objects, occasionally lifting objects up to 20 pounds. Must be able to perform such tasks as writing, typing, using a calculator, and skills which require hand-eye coordination such as using a computer. Has frequent contact with other departmental staff, representatives of other town departments, Town officials, Boards and Commissions, and other external interests. Must be able to concentrate on fine details with occasional interruption, remember multiple assignments given over long periods of time, and understand theories behind several related concepts. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

WORK SCHEDULE

8:00 AM to 4:30 PM Monday through Friday (1/2 hour lunch break)

Four days per week in office, one day per week remote as coordinated with First Selectman