POSITION AVAILABLE

Human Resources Coordinator
Human Resources
Town of Colchester

Responsibilities – The Town of Colchester Department is seeking a Human Resources Coordinator. This position coordinates the broad range of activities associated with human resources for the Town encompassing the entire employee life cycle. Work is performed with considerable independence and initiative and with the broadest possible latitude for the exercise of professional judgment.

This position is part-time with benefits, scheduled for 30 hours per week. 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.

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.). Ability to support a broad range of management responsibility over supervisory, professional, and administrative personnel.

Qualifications -
Bachelor’s degree in human resources, public administration, business administration, labor relations, or a related field. Two years of professional experience in personnel/labor relations, preferably in a municipal setting, or any equivalent combination of education and experience

Closing Date – Open until filled. Wage rate – $40,000 - $45,000
All applicants must submit a completed Town of Colchester Employment application (available at https://www.colchesterct.gov), resume, and cover letter to First Selectman, 127 Norwich Ave, Suite 201, Colchester, CT 06415 or by email to HR@colchesterct.gov

The Town of Colchester is an equal opportunity employer and does not discriminate based on physical disabilities.

Posted- 26 May 2022
JOB DESCRIPTION

Job Title: Human Resources Coordinator
Department: Human Resources
Classification: Professional, Part-time, Salaried-Exempt
Reports to: First Selectman
Supervises: None
Non-Union
Reviewed: July 2022

SUMMARY
The Human Resources Coordinator coordinates the broad range of activities associated with human resources for the Town encompassing the entire employee life-cycle. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgment.

QUALIFICATIONS

- Bachelor’s degree in human resources, public administration, business administration, labor relations, or a related field
- Two years of professional experience in personnel/labor relations, preferably in a municipal setting, or any equivalent combination of education and experience

KNOWLEDGE, SKILLS AND ABILITIES 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.
- 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.).
- Ability to support a broad range of management responsibility over supervisory, professional, and administrative personnel.
- Ability to provide leadership in implementing town policies and employment related 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, confidence and strict adherence to confidentiality.
- 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 computer or in a one-on-one or group setting.
- Ability to produce employment related documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
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PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Sit for extended periods of time
- Occasionally lift, carry and move parcels weighing up to 20 lbs.
- Bend, stretch, reach and stoop
- Independently move throughout the town and town facilities
- Operate equipment commonly found in an office environment such as computer, telephone, photocopier, FAX, calculator etc.
- Hearing requirements include the ability to effectively interact with customers in person or by telephone

MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to plan, direct, coordinate, and manage multiple priorities under sometimes severe time constraints
- Ability to work under stress from demanding deadlines, competing priorities and changing conditions; may have occasional interactions with people who, at times, may be agitated.
- Must be able to concentrate on fine details, remember multiple assignments given over long periods of time, and understand theories behind several related concepts.
- Ability to problem solve and communicate effectively in written and verbal contexts

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Responsible for the day-to-day management of human resource processes; oversees the effective implementation of human resources programs and services.

Coordinates activities involved in recruitment and testing, position classification and pay administration, compensation and benefit administration, collective bargaining, employee training and development, employee records administration, and employee relations including performance management and disciplinary action.

Assists in the creation of performance standards and reviews.

Interprets Personnel Rules, policies and procedures and participates in the enforcement of regulations and applicable contract agreements, including the adjustment of grievances.

Assists in budget preparation, including changes to personnel.

Conducts research to help develop procedural and policy recommendations.

Coordinates drug and alcohol testing program for CDL holding employees.

Serve as the ADA Coordinator for the Town.

Page 2 of 3  
BOS Approval Date:

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Maintains contact with all Town and BOE 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 helps develop policies, programs and procedures to ensure compliance with federal, state, and local laws, regulations and agreements.

Responsible for the proper storage and maintenance of employee personnel files.

Maintains OSHA log of injuries, reports annually as required.

Documents FMLA leave requests.

Executes Worker’s Compensation reporting to carrier.

Facilitates ADA accommodation dialogues with guidance from legal counsel.

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.

Monitors and advises the First Selectman on unusual personnel trends and problems.

Assumes responsibility for continuing education and professional development for self.

Other related duties as assigned by the First Selectman.

KEY COMPETENCIES

1. Collaborative inter-personal relationship building
2. Facility with Human Resource and Office Productivity computer programs
3. Focused attention to detail while juggling competing priorities

CONDITIONS OF EMPLOYMENT

Schedule: 8:30 a.m. to 4:30 p.m. with a ½ hour unpaid lunch Monday through Thursday. Attendance and participation required at occasional extended night meetings outside the normal business workday, usually with advance notice.

Salary Range: $42,619 to $45,739 annual depending on education and experience

Benefits: Eligible per Colchester Employee Handbook & Personnel Policies