

**THE CITY OF GROTON
HUMAN RESOURCES DIRECTOR
POSITION DESCRIPTION**

Position Title: Human Resources Director
Department: Human Resources
Reports To: Mayor
Contract: Non-Union
FLSA Status: Exempt
Approved By: Mayor
Approval Date: February 22, 2017

SUMMARY

The Human Resources Director, under the general supervision of the Mayor, is responsible for guiding and managing the overall provision of HR services, policies, and programs for the entire organization including municipal and utility operations. This includes implementing policies and programs, and managing all aspects of employee relations and development and training throughout the organization. The Human Resources Director manages staffing and recruiting, organizational development, performance management, job training, compensation and benefits administration, and employee counseling services. The Human Resources Director also directs and manages staff in the HR department. Serves as the Affirmative Action Officer, Sick Leave Bank Officer and Drug and Alcohol Program Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

HR Operational Management

- Direct and manage HR Generalist or other staff as needed.
- Coordinate the implementation of initiatives, policies and programs through HR staff.
- Evaluate technology solutions to improve the HR Department.
- Assist with implementing and using HR related software systems.
- Recruit, select and develop HR staff members.
- Establish and implement goals, objectives, policies and procedures for the HR Department.
- Set expectations and monitor delegated activities.
- Interview, hires, rewards, disciplines, assigns work and monitors the productivity of the Human Resources staff. Fosters a proactive approach in training and developing the employees (both personal and professional) in the Human Resources Department.
- Develops and reviews the budget for the Human Resources Department and administers the expenditures to ensure the financial and operational integrity of the City of Groton.

HR Programs and Initiatives

- Provides day-to-day guidance and support to Mayor and Department Heads regarding human resources practices, interpretation of the City of Groton's policies and procedures and compliance with the Federal, State and local law.

- Supervises the maintenance of applicant and employee personnel files to include records on personnel transactions such as hiring, promotions, transfers, performance reviews, training, development, terminations and employee statistics for government reporting.
- Coordinates programs to achieve organizational objectives and demonstrates a strong commitment to the affirmative action, equal opportunity, diversity and employee assistance programs. Serves as Affirmative Action Officer for the City
- Works collaboratively with the Mayor on personnel issues to include pay, compensation, salary administration, equity, labor issues, and other human resources matters to ensure compliance with State, Federal and local laws. Serves as first or second chair during union contract negotiations.
- Conducts investigations and makes recommendations as appropriate regarding issues of staff disputes and grievances, staff misconduct and policy infractions and provide/suggest disciplinary measures based on City policies. Coordinate and schedule contract negotiations, grievances and mediate disputes.
- Fosters and maintains a proactive environment to ensure all employees promote a professional, positive public image and are customer focused.
- Coordinates with Departments and manages the hiring process to include but not limited to: advertising, recruitment, interviewing, selection, administration, on board orientation and training of new employees.
- Hires and retains quality employees and provides opportunities for the success. Ensure job descriptions reflect the work the employee performs, are current and comply with Federal and State regulations.
- Provides leadership, and quality control in the administration and interpretation of employment and performance management policies, procedures, systems and documentation. Conduct performance reviews with department managers and monitor employee performance to include assisting and advising managers about HR issues while providing consultation.
- Develop and implement regulations and policies and provides staff development and training opportunities at different levels of staff in a fair and equitable manner.
- Ensure that HR initiatives will provide an employee-oriented culture that emphasizes quality, accountability, respect, teamwork and high performance.
- Oversee the design and development of compensation and benefits programs and ensure it is competitive and meets regulatory requirements. Works with Health Insurance Agent, Pension Advisor and Workers Compensation Carrier and others to administer employee benefits and seek advice on improvements. Provide information about benefits during orientation and continual input to employee questions related to benefits. Monitor all worker's compensation cases to provide the best service and return employees to work.
- Appointed as the Drug and Alcohol Program Director for the City of Groton and ensures enforcement of regulations for employees possessing a Commercial Driver's License are tested in a random pool.
- Serves as the Sick Leave Bank Officer as management representative.
- Oversees the Safety Incentive Awards program for time loss or job safety violations.
- Participate in strategic planning activities with the Mayor and department heads.
- Attends Mayor and Council, Committee of the Whole, Department Head, CIRMA and other outside Human Resources agencies meetings as required.

EDUCATION AND EXPERIENCE

Formal Education and Certification

- BA or BS in HRM, Management with a concentration in HR, Business Administration with a concentration in HRM, or Business Administration with emphasis in Organizational Behavior, Industrial Relations, Organizational Development, Management and Leadership.
- SHRM-CP, or SHRM-SCP, or IPMA-CP or IPMA-SCP or CLRP certifications preferred.

Knowledge and Experience

- At least 10 years' experience in a HR position with 3-5 years of management experience.
- Knowledge of multiple HR disciplines.
- Knowledge of Union contract and negotiation skills and techniques.
- Knowledge of organizational development theory and practices.
- Clear understanding of employment laws and regulatory systems and requirements.
- Experience in strategic planning.
- Experience with compensation and benefits program development and administration.
- Ability to analyze and assess training and development needs.
- Demonstrated skills in a Windows environment (using Word, Excel, Visio, Access and PowerPoint) and with HR information systems.
- Excellent written and oral communication.
- Working knowledge of and the ability to interpret and apply general principles, federal and state laws, regulations and local ordinances related to equity (EEO, AA, ADA, FMLA) compliance and diversity/inclusion.
- Demonstrated knowledge particularly with progressive discipline and conflict resolution in a unionized environment to include defining the problem, collecting the data, establishing the facts and drawing valid conclusions.

Personal Attributes

- Ability to analyze data and provide recommendations.
- Comfort with speaking to individuals and presenting to large groups.
- Ability to participate in and facilitate group meetings.
- Ability to coordinate with various departments, groups, consultants, etc.
- Ability to speak in a public setting.
- Strong interpersonal and organizational skills.
- Ability to negotiate and manage dispute resolution and work with union and legal representation.
- Ability to motivate and encourage others to reach full professional potential.
- Ability to multi-task and manage several projects to include investigations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Competencies

- Maintain strict confidentiality.
- Take the initiative and must have attention to detail.
- Identify and resolve problems in a timely manner. Gather and analyze information skillfully.
- Develop practical, realistic, beneficial solutions to employees.
- Work well in group problem solving situations. Use reason and compassion even when dealing with emotional topics.
- Manage difficult or emotional customer situations. Respond promptly to customer needs. Respond to requests for service and assistance. Meet commitments.
- Develop and coordinate projects. Communicate changes and progress. Complete projects on time and within budget.
- Speak clearly and persuasively in positive/negative situations. Listen and receive clarification. Demonstrate group presentation skills.
- Balance team and individual responsibilities. Provide and receive feedback. Support employee efforts to succeed.
- Exhibit confidence in self and others. Inspire and motivate others to perform well.
- Ability to make decisions and follow through to its completion.
- Exhibit sound and accurate judgment.
- Support and explains reasoning for decisions.
- Treat people with respect. Inspire the trust of others. Work with integrity. Uphold the organization's values and mission.

PHYSICAL DEMANDS

While performing the duties of the HR Director, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, stoop, crouch, talk, hear and listen. May or work on computer for long periods. The employee must occasionally lift and/or move up to ten (10) pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing these duties, the employee is indoors in an office and meeting settings but may be required to visit other remote sites and be exposed to inclement weather conditions.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE