

**CITY of CHELSEA
POSITION DESCRIPTION**

TITLE: Director of Human Resources & Administration **DEPT.:** Human Resources

UNION AFFILIATION: Exempt

PAY CLASS/GRADE: M9

Summary Statement of Duties:

Under direction of the City Manager and the Deputy City Manager, to administer all aspects of comprehensive human resources department and policies associated with effective employee/employer relations; administration of health and life insurance benefit programs; recruitment and selection; discipline and discharge; Civil Service obligations; orientation; oversee and assure obligations in collective bargaining and union contract administration; participate in job classification and compensation planning. Oversees and assures obligations of the worker's compensation obligations and provide guidance in administration of the Police and Fire obligations to employees injured on duty. Assure correct and accurate financial management of the department's budget. Provide professional assistance toward management practices that bring about maximum quality and productivity in a respectful environment.

Supervision Received:

City Manager and his designee in the position of Deputy City Manager

Supervision Exercised:

Staff of two full-time: HRIS Generalist/HR Administrator, Human Resources Manager and, when assigned, student interns and summer youth workers

Essential Department Functions and Duties to be undertaken:

Administration of all facets of comprehensive human resource management.

1. Plans, administers and evaluates all aspects of the personnel function in order to maximize employee relations and productivity.
2. Consultation with hiring managers in establishing needs in positions sought; advertise, receive and track applications, conduct interviews, perform background checks, provide orientation and enrollment in programs and benefits. Assure actions in regard to employees covered by Civil Service law (Public Safety Departments) are in compliance with the law. Provide for pre-employment physical and psychological examination procedures. Assure qualifications are documented.
3. Work with the City Manager and the Deputy City Manager toward a competitive and sustainable compensation system that attracts, rewards, and retains qualified employees. This process includes position description development and maintenance. Provide advice and guidance to Dept. Managers regarding course of action available to address employee descriptions and pay classification.
4. Manage benefits programs and the obligations under law and contract for provision of health and life insurance to City and School employees, retirees and eligible dependants and survivors. Maintain records, assure provision of required notifications, assure benefit database maintenance; evaluate cost saving mechanisms; and assure reconciliation of benefit participants and premium

- collection. Provide for procurement of needed consultants and vendors in managing benefit programs.
5. Provide plan document in support of Sec. 125 pre-tax obligations of the employer.
 6. Administration of employment policies and labor contract obligations. Counsel managers in all matters related to contract obligations. Recommends bargaining considerations and options to City Manager. May represent the City in Labor negotiations. May act for City as grievance hearing officer. Work with finance officials to assure payments obligated by contracts and laws are made. Provides services in oversight of contractually agreed sick bank provisions.
 7. Counsel with managers in all matters related to employee behavior and possible disciplinary action. Counsel employees, supervisors, and management in order to resolve problems; ensure that disciplinary actions are implemented in a fair and consistent manner. Consult with City legal counsel to address issues that may involve legal actions or ramifications. Assist managers in preparation of correspondence that effectively communicates disciplinary actions to be taken.
 8. Counsel with employees in providing information and explanation of City policies, labor contracts, appropriate behavior and may provide explanation of a wide variety of issues, policies and law impacting the workplace.
 9. Administration and management of workers compensation obligations mandated by law; guidance to Police and Fire Departments in instances of on duty injuries and oversee related medical costs for relationship to injury and appropriateness of the recommended care. Works with department managers to minimize such claims. Contract for services of a third party administrator when in self-insured status. File all claims with DIA; track medical and lost time; ensure claims are paid according to law and internal payroll policies. Purchase stop-loss insurance protection. Ensure a high level of case management for all employees injured on the job and see that safety issues are addressed.
 10. Maintain records and procedures for controlling personnel transactions and reporting data. Designs forms and develops a centralized approach to the maintenance of personnel records by all departments. Maintain a centralized record of attendance. Maintain an up to date HRI System which provides ready access to basic personnel data and provides for efficient reporting to City Manager and State and Federal Officials.
 11. Prepare correspondence and documentation that effectively communicates policies, decisions and requests.
 12. May represent the City and provide testimony at administrative hearings regarding labor relations, unemployment and worker's compensation matters.
 13. Provide administration of unemployment claims and payment of these to the State. Assists departments with Division of Unemployment Assistance appeals.
 14. Prepare and implements annual budget; assure accuracy of department spending.
 15. Serves as the City's EEO, HIPPA, FMLA and affirmative action officer preparing reports, analyzing information, distributing information and maintaining records.
 16. Receive and evaluate training requests and employee development opportunities. Assure training objectives are within City's objectives.
 17. Remain current on related federal, state, and case law and monitor labor law updates as well as best human resources practices. Consults with City Solicitor as indicated or directed.
 18. Represent the City when assigned which includes public speaking and presentations, written materials, attending committee meetings, etc.

Required Qualifications:

1. A Bachelors degree in human resources management, public administration, or related field; comprehensive knowledge of human resource practices, procedures and employment laws. Post BS/BA degree or certification in studies applicable to position's responsibilities is strongly preferred.
2. Five years of related management experience and responsibility; at least two (2) years in progressively responsible supervisory position.
3. Proven understanding of the effective and diverse use of HRIS and be fully able in use of Microsoft Office Suite products.
4. Strong comprehension skills and analytical abilities. Ability to read and understand language in law, interpret financial reports and legal documents.
5. Demonstrable high level skills in written and spoken communication.
6. Ability to negotiate and resolve conflict constructively.
7. Proven ability to work with and to maintain effective relationships with a very diverse public, employees, all management levels, union officials, and vendors.
8. Able to assure full confidentiality for all matters of the department and all matters brought to this position holder as a representative of the City Manager.
9. Assess provision of voluntary benefits allowed by statute and assure compliance with obligations in providing voluntary benefit opportunities.

Work Environment/Physical Demands:

This position normally functions in a typical office environment with a moderate noise level and frequent interruptions. While performing the duties of this job, the employee is required to talk and hear clearly; sit, stand, walk, use hands, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision required by the job including close vision for reading and communicating in writing.