

Job Title: Human Resources Administrator	Hours per week: 18	FLSA Status: Non-Exempt
Reports to: Town Administrator	Department: Human Resources	Grade: 8
Created date:	Revised date:	Approved date: xx/xx/2008
Created by:	Revised by:	Approved by:

TOWN OF STERLING
HUMAN RESOURCES ADMINISTRATOR

Statement of Duties:

Performs various human resource duties, coordinates and processes employee benefits, plans and presents training programs, maintains town personnel records. On a day-to-day basis, administers Personnel bylaws as determined by the Personnel Board and approved by town meeting. Keeps current with all Human Resource laws and requirements.

Supervision:

Works under the general direction of the Board of Selectmen and day-to-day supervision of the Town Administrator. Works in accordance with the statutes of applicable Federal Laws, Massachusetts General Laws, and local bylaws. Functions independently referring specific problems to Personnel Board or town counsel if clarification or interpretation of town policy or procedures is required.

Job Environment:

Work is performed under typical office conditions. Operates computers, calculator, and other office equipment. Required to attend evening meetings, if requested, such as Personnel Board and Town Meeting.

Frequent contact with department heads, employees, retirees, insurance companies and relevant federal and state agencies. Occasional contact with the general public.

Has access to town-wide confidential information, such as personnel records and collective bargaining agreements and negotiations.

Errors could result in an adverse impact on employee morale, confusion and delay and could have legal and/or financial repercussions.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

In conjunction with Personnel Board and Town Administrator, advises the Board of Selectmen and department heads on personnel matters.

Oversees compliance with provisions of collective bargaining contracts; monitors and reviews current personnel policies, job classifications and salary structures and recommends changes to Personnel Board as required; participates in grievance procedures with the Personnel Board.

Maintains detailed personnel records for town employees. Develops and monitors employee work performance program. May track employee sick/vacation//personal leave time, keeping Treasurer and payroll up to date.

Recruits, evaluates and recommends applicants in accordance with job descriptions; conducts orientation sessions for newly hired employees; conducts exit interviews.

Explains benefits and general town policies to new employees. In some cases, may conduct pre-hire screenings such as reference checks, CORI checks, sex offender checks, credit checks, employee verification, education verification, or worker compensation history.

Responds to inquiries from employees and resolves problems as needed. Provides advice and limited counseling; makes referrals as appropriate to EAP, Retirement Board, etc.

Mediates problems between employees; works to resolve disputes and improve communication within and between departments.

Maintains and recommends updates to personnel policies, procedures, and related manuals. Oversees the administration of insurance and employee benefit plans; coordinates employee assistance program. Assists employees and retirees with Health insurance, Medicare, and retirement concerns.

Maintains detailed medical, dental, and life insurance records. Processes Open Enrollment, retirement, OBRA, COBRA, and deferred compensation.

Processes workers compensation claims.

Provides necessary paperwork to Town Treasurer in order to insure timely and complete payroll enrollment.

Manages Section 125 Plan.

Serves as a resource to department heads and supervisors concerning routine personnel policies and procedures such as salary increase procedures, performance reviews, state and federal laws, employee benefits, harassment, recruitment/hiring process, professional development, discipline, termination, and worker safety.

Refers more complex questions to Personnel Board.

Conducts market survey at least once every 3 years to compare pay scales of Sterling positions to those in comparable towns. Makes recommendations to Personnel Board on salary increases and job reclassifications.

Works with employees, Department Heads and Personnel Board to update job descriptions at least every 7 years.

Coordinates and conducts (when appropriate) employee training.

Serves as Sexual Harassment Officer.

Prepares various reports of HR activities as requested by Town Boards, the Board of Selectmen or Town Administrator.

Maintains policies, procedures, and related manuals, updating them as needed in conformance with all changes to Federal and State Personnel laws and requirements.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree with emphasis on human resource administration, labor relations or related field, 3 to 5 years of experience in human resources, preferably in a municipal setting; or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Substantial knowledge of human resource practices and procedures and applicable federal, state, and local laws regulating hiring, termination, employee benefits, and collective bargaining matters.

Knowledge of which items must be kept confidential, and the ability to do so.

Ability to interact in a positive and effective manner with personnel at all levels of authority.

Excellent interpersonal skills and written and verbal communication skills.

Ability to work independently and meet deadlines.

Ability to interact tactfully and appropriately with a diverse group of town employees, volunteer Boards/Committees, the public, and outside organizations.

Ability to work with accuracy and attention to detail.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions.

Position requires the ability to operate a keyboard and standard office equipment at efficient speed.

This job description does not constitute an employee agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.