



**Town of Belmont
Job Description
Human Resources Director**

Department: Human Resources

Unit: Non-Union

FLSA Category: Exempt

Hours-per-week: 40

Last Revised: March, 2019

Code: 1002

PURPOSE OF POSITION

The purpose of this position is to direct and provide technical assistance on all human resource functions including: wage and salary administration; group health, life and dental insurance; unemployment administration; labor relations and collective bargaining; workers compensation and safety; employee assistance program; employment and selection; performance evaluations; disciplinary actions; training and development. Serves as liaison to the Employee Insurance Advisory Committee. The work is performed independently under the general direction of the Town Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Recommends, formulates, communicates, implements and interprets policies and procedures for all matters affecting Town personnel in compliance with applicable Federal and State employment laws and regulations, personnel policies and collective bargaining agreements. Works independently with Town Labor and Employment Counsel as necessary.
- Responsible for recruitment and hiring activities; writes job descriptions and vacancy advertisements; posts and advertises vacancies; screens applications/resumes; assists departments in employee selection; ensures employee recruitment, selection, promotion and transfer comply with applicable laws, policies, regulations and agreements.
- Serves as lead negotiator in collective bargaining for seven Town Unions on behalf of the Board of Selectmen and Town Administrator; assists with collective bargaining for Belmont Light. Works with the Town Administrator to develop bargaining goals and strategies with the Board of Selectmen in the context of Labor Relations. Has the authority to reach agreement and appear before the Board of Selectmen for their ratification of tentative agreements, drafting new contract changes, setting up the new pay charts and implementing them in MUNIS and providing new bargaining contracts to the respective department heads. Oversees compliance with provisions of collective bargaining agreements on an ongoing basis for seven unions and assists department heads with contract interpretations, grievances and disciplinary matters.
- Advises and provides assistance to departments and employees regarding collective bargaining, recruitment, hiring, wage/salary administration, benefits, performance evaluation, workplace health/safety, training/professional development, personnel actions and disciplinary matters. Serves as hearing officer for sexual harassment claims.
- Oversees administration of Town benefit programs, including health, life and dental insurance programs, , Ch 32B, Section 18, Medicare A and B coordination program, for all Town and School Employees as well as all Town and School Retirees.

- Oversees Unemployment Compensation; Workers Compensation; Wage and Salary plans; new employee orientations dealing with benefits, employee handbook and safety handbook provisions. Assists Fire and Police Chief with public safety on duty injuries claims per MGL Ch. 41, S. 111F. Represents the Town Departments to the Industrial Accident Board at hearings, conferences and conciliations and testifies on behalf of the Town as needed. Coordinates worker compensation matters with the Town's insurance carrier.
- Maintains employee records according to applicable regulations; establishes and maintains centralized recordkeeping system; completes and verifies accuracy of required and requested employment reports.
- May act as a liaison to the School Department in matters effecting employment and labor relations matters.
- Directs loss control program for Town and School staff; chairs employee safety committee; compiles Workers' accident records involving employees to ensure employees are aware of proper safety policies/procedures; determines accident cause and identifies unsafe conditions to rectify situation with departments; works with department heads to inspect work areas to identify and eliminate hazardous situations; schedules safety training; creates and maintains employee safety handbook; works with Town insurance agency to implement safety programs.
- Manages employee assistance program (EAP) for Town and school employees and families; determines and facilitates training; works with medical care providers to facilitate treatment.
- Initiates changes and writes employee handbook and personnel policies; serves as the Town Management liaison to Employee Insurance Advisory Committee which is comprised of union representatives; prepares meeting agendas and correspondence; attends and participates in meetings; advises committee/board members regarding personnel and insurance matters.
- Coordinates employee drug and alcohol testing according to federal regulations; notifies employees of random tests; schedules post-accident and reasonable suspicion testing; notifies employees and managers of test results; schedules follow-up tests.
- Manages Town and school employee and retiree health insurance programs, assists subscribers with claims and facilitates negotiations between subscribers and providers; authorizes case management staff to negotiate fees and treatment plans.
- Assists the Town Administrator to maintain a comprehensive professional performance evaluation program.
- Develops Human Resources Department annual budget. Authorizes all department expenditures.
- Plans, organizes, assigns and directs the work activities of department staff; trains subordinates and selects department staff.
- Maintains knowledge of personnel administration programs; insurance, safety and loss control principles; human resources trends.
- Maintains position classification and compensation plan changes and costs for distribution to and approval at annual Town meeting.
- May be assigned to various H.R. Study Committees by the Board of Selectmen or Town Administrator.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Public Administration or related field with seven years of increasingly responsible municipal management, human resources and labor relations experience that includes supervisory experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. A Master's degree preferred.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Requires the ability to communicate orally and in writing with. Town employees, Town Counsel, Labor Counsel, Selectmen, insurance company representatives, Town residents, business representatives, job applicants, Retirement Board members, medical care providers, retired town employees and consultants.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as department forms, job applications/resumes, personnel records, collective bargaining contracts, personnel policies, compensation schedules, payroll records, job classifications, job descriptions, vacancy advertisements, insurance documents, invoices, budgets, employee handbooks, computer software operating manuals, Town by-laws, statutes, regulations, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; the ability to perform mathematical operations with fractions; compute discount, interest, ratios and proportion.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to