



CITY OF EASTHAMPTON

Personnel Department

Easthampton Municipal Building

50 Payson Avenue

Easthampton, MA 01027-2266

Telephone: 413-529-1466

Fax: 413-529-1488

NOTICE OF POSITION VACANCY

PERSONNEL DIRECTOR

ONE PERMANENT FULL-TIME (35 HOUR) POSITION

4 DAYS (MONDAY THROUGH THURSDAY)

SALARY: \$30.60 - \$38.76/HOUR

Issued: 02/01/2019

Closing Date: Until Filled

Definition:

Administrative and supervisory work in the management and operation of a municipal personnel department; all other related work as required.

Essential Functions:

Administers the personnel, labor relations, affirmative action programs for the city and develops, monitors, and administers personnel policies, rules and regulations in accordance with the municipal charter, local ordinances and applicable federal and state laws.

Participates in collective bargaining agreements, disputes, grievances and arbitration sessions including the recommendation of appropriate strategies and cost calculations of available alternatives; researches issues and prepares associated documents and reports; issues contract related statements to the press.

Administers collective bargaining agreements for the city, monitoring for compliance and interprets contractual language for department heads, managers and supervisors.

Administers health, dental and life insurance and employee benefit plans, including unemployment, and workers' compensation for both city and schools; acts as group insurance administrator; administers long-range and short-range planning for insurance. Attends unemployment hearings and appeals for city and school related matters.

Administers salary and classification plans; administers employee performance appraisal system; monitors and reviews current job classification and salary structures and recommends changes as required; receives and evaluates requests for position reclassifications; recommends related wage, salary and reclassification actions; revises and maintains job descriptions.

Maintains detailed personnel records; prepares and administers departmental budget.

Advises mayor, School Superintendent, elected officials, department heads, and various staff/employees on personnel transactions; mediates problems between employees; answers questions from department heads and supervisors concerning personnel policies and procedures; coordinates training for city employees.

Works to improve communication within and between departments; monitors and facilitates employee training program; monitors employee morale and, if needed, coordinates efforts to improve morale.

Participates in mediation, fact-finding arbitrations, unfair labor practice hearings and MCAD hearings.

Coordinates recruitment efforts; recruits, interviews, evaluates, receives CORI background information, and recommends applicants in accordance with civil service, collective bargaining agreements and affirmative action guidelines.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in human resources, public administration, labor relations or related field preferred; three to five years of progressively responsible experience in personnel or public administration, including municipal and collective bargaining experience required; or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Thorough knowledge of public sector personnel practices and applicable federal and state laws regulating hiring and collective bargaining matters; familiarity with the rules and regulations governing civil service.

A demonstrated ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to recruit, interview and evaluate job applicants for diverse positions.

Physical Requirements:

Minimal physical effort generally required when performing functions under typical office conditions. Position requires ability to operate a keyboard.

To Apply:

Applicants who wish to be considered for this position may do so by submitting an application to: Personnel Department, Easthampton Municipal Building, 50 Payson Avenue, Easthampton, MA 01027 on or before the above closing date.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER