

HUMAN RESOURCES COORDINATOR

JOB DESCRIPTION

POSITION SUMMARY:

Under the appointment and direction of the Town Manager, the HR Coordinator is responsible for the administration and coordination of the Town of Dracut's human resources program including, but not limited to, recruitment; pre-employment screening and background checks; personnel policies; employee development and training; ensures compliance with applicable state, federal, local laws and regulation; assists with collective bargaining agreements and acts as an internal consultant advising departments on HR issues.

SUPERVISION:

Works under the direction of the Town Manager. Plans, prioritizes and performs work independently in accordance with standard practices and previous training. Expected to resolve most problems of detail or unusual situation by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.

JOB ENVIRONMENT:

- Position requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situation, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Analyzes and enforces current policy, identifies problems areas, proposes changes; provides background information and analysis of gathered information
- Makes frequent contacts with a variety of persons, including but not limited to all town employees, job applicants, other municipalities, labor counsel, consultants and state governmental representatives in person, by telephone, and email. Contacts involve furnishing routine information as well as discussing legal issues. Contacts require considerable discretion, resourcefulness and persuasiveness to achieve desired objectives
- Has access to an extensive amount of highly confidential information on a town-wide basis such as personnel records, collective bargaining negotiations and pending law suits and investigations

The essential functions or duties listed below are illustrations of the type of work 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.

- Maintains and implements personnel bylaws, policies and procedures ensuring consistent interpretation and application. Provides personnel policy information to employees and advises on interpretation. Provides guidance and counsel in maintaining good employee and employer relations throughout the organization and works with the Employee Assistance Program or other consultants to resolve employee conflicts or problems
- Directs recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applications, administering written examinations and other tests, assisting department heads in selecting and interviewing candidates, presenting recommendations to the Town Manager, arranging for pre-employment physicals, and conducting new employee orientation
- Assists the Town Manager in preparing and negotiating union contracts and in resolving labor relations issues, grievances, arbitrations and disputes
- Maintains non-discrimination program; files EEO-1 annually, maintains other records, reports and logs to conform to EEO regulations.
- Ensures Town compliance with applicable state, federal and local laws, including Americans with Disabilities Act, non-discrimination laws, and Family Medical Leave Act
- Administers various employee benefit programs, including health, dental, life and disability insurance, unemployment insurance, workers compensation and employee assistance programs
- Prepares and administers departmental budget
- Performs similar or related work as required or as assigned

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Position requires a Bachelor's Degree and three (3) years experience in Human Resources field; PHR Certification preferred. Municipal personnel experience preferred (will consider any equivalent combination of education and experience).

KNOWLEDGE, SKILLS AND ABILITY

- A candidate for this position should have a thorough knowledge of the principles, practices, regulations, and applicable federal and state laws relating to personnel administration (FLSA, FMLA, EEO, ADA, etc.) Thorough knowledge of employee classification, compensation, recruitment, selection, training, and labor relations.
- Excellent verbal and written communication skills, strong organizational skills and the ability to manage a large number of projects and tasks. Proficiency in Microsoft Office applications including Word, Excel, Access and Outlook.
- Ability to demonstrate objectivity, sensitivity and a balanced perspective regarding employee concerns and organizational expectations. Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports.

PHYSICAL AND MENTAL REQUIREMENT:

The employee works in normal office conditions and is required to sit, talk, listen, stand, walk, stoop, kneel, crouch and reach with hands and arms to access documents and files; employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes office machines, telephone and computers.

The Town of Dracut requires a physical post offer.

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