



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

JOB POSTING **TOWN OF LAKEVILLE**

HUMAN RESOURCES DIRECTOR

POSTING DATE: August 19, 2021

POSITION: Under the direction of the Town Administrator, the Human Resources Director oversees the Town's personnel programs; recruiting employees; ensuring compliance with state, federal and local personnel laws and regulations; counseling Town employees on a variety of human resources matters. Full job description is attached to this posting and also available at www.lakevillema.org. All interested parties should apply in writing to Clorinda Dunphy, Human Resources Director, 346 Bedford Street, Lakeville, MA 02347 or cdunphy@lakevillema.org with application attached.

HOURS: 40-hour workweek Monday through Friday to be determined by the Town Administrator, and depending on various circumstances, start and finish times may vary.

WAGES: \$80,000 +/- annually, Non-union position. Salary will be commensurate with experience.

QUALIFICATIONS: Bachelor's degree in Human Resources or a related field with four (4) years of experience in a municipal setting preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.

POSTING CLOSING: Open until filled.

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Clorinda Dunphy, Human Resources Director, cdunphy@lakevillema.org, 508-946-8808.

JOB DESCRIPTION
TOWN OF LAKEVILLE
HUMAN RESOURCES DIRECTOR

GENERAL STATEMENT OF DUTIES: Under the direction of the Town Administrator, the Human Resources Director oversees the Town's personnel programs; recruiting employees; ensuring compliance with state, federal and local personnel laws and regulations; counseling Town employees on a variety of human resources matters.

SUPERVISION RECEIVED: Appointed by the Board of Selectmen and working under the general direction of the Town Administrator.

SUPERVISION EXERCISED: Directly supervises the Human Resources Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The 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.

Oversees the bi-weekly payroll, time sheets, and reports for the Town employees by the Monday morning deadline as well as the quarterly and annual reporting including W-2 forms and ACA (Affordable Care Act) reporting.

Ensures Town compliance with applicable state, federal and local laws including Americans with Disabilities Act, non-discrimination laws, COBRA and Family Medical Leave Act.

Directs recruitment and hiring activities and ensures employee recruitment, selection, promotion, and transfer comply with applicable laws, policies, and agreements. This includes the posting of vacancies, preparation of advertisements, screening of applications, assisting department heads in selecting and interviewing candidates, coordinating the pre-employment screening of prospective new hires, and preparing letters of employment for new hires.

Maintains and recommends changes to personnel policies and procedures.

Conducts orientations for all new hires including benefit offerings. Meets with all new employees to sign the necessary paperwork and distribute the Personnel Handbook and Policies. Ensures that all new employees are enrolled in health and life insurance plans, pension, deferred compensation, etc. Notify employees of any changes in their benefits. Track and maintain limits on deferred compensation.

Assists Town Administrator in preparation of Annual Budget as it relates to health insurance and other employee benefits.

Counsels employees, advises department heads, and investigates employee complaints and disciplinary issues.

Attends Board of Selectmen meetings for personnel-related matters including complaints and investigations.

Acts as the Town's Coordinator for ADA (Americans with Disabilities Act).

Works with Town Counsel on matters affecting personnel issues and matters involving litigation.

Works with the Town Administrator in the administration of compensation and classification policies and practices in accordance with collective bargaining agreements and federal and state statutes. Evaluates employee requests for position reclassifications and recommends appropriate course of action.

Assists the Town Administrator in working with the Board of Selectmen and Town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.

Identifies and manages training and development needs for employees. Maintain records for training in a database and employee files.

Supervises the Human Resources Administrative Assistant.

Ensures the timely processing of annual W-2 forms and 1095-C forms.

Maintains confidential personnel files for all employees and oversee the tracking of sick days, personal days, vacation days, buybacks and carryovers.

Oversees the administration of employee benefit plans and worker's compensation. Administer various employee benefit programs, including health, dental, life, disability insurance, unemployment insurance, workers compensation insurance, injured-on-duty insurance and pension and deferred compensation programs.

Serves as the Town's designated representative for Gateway Health Group. Recommends appropriate course of action for decisions related to group health insurance and other related benefits and matters.

Ensures job descriptions for all Town positions are on file with the Board of Selectmen/Wage and Personnel Board. Assists the Department Head in drafting job descriptions for new positions. Re-writes job descriptions as needed.

Ensures that all employees sign off on Town Policies annually.

Administers the Employee Performance Review System and works with Department Heads who seek assistance with this process. Ensure that all Employee Performance Reviews are completed annually.

OTHER REQUIRED RESPONSIBILITIES:

Coordinates annual and special open enrollment programs. Arrange benefit fairs with vendors and communicate to employees any changes or new benefit opportunities.

Maintains database for ACA reporting and compliance.

Completes employee verifications as requested.

Oversees the MMPA Benchmark Survey for the Town of Lakeville as well as other surveys and reports as requested.

Assists the Town Administrator with special projects and the annual budget for employee benefits.

QUALIFICATIONS, ABILITIES AND SKILLS:

Works with highly confidential information, oftentimes of a personal and legal nature, and uses proper discretion in dealing with this information.

Thorough knowledge of the laws and regulations affecting Human Resources.

Ability to communicate effectively verbally and in writing.

Ability to analyze and research problems and plan and prepare effective reports and correspondence.

Ability to interact appropriately and tactfully with the general public, Town officials, department heads, Town employees and retirees in a professional manner.

Ability to maintain accurate and detailed records; ability to work effectively under time constraints; ability to work independently and prioritize tasks.

Proficiency in Microsoft Office applications including Word, Excel, Access and Outlook.

EXPERIENCE AND TRAINING:

Bachelor's degree in Human Resources or a related field with four (4) years of experience in a municipal setting preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily an office-based job in a municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS:

40-hour workweek Monday through Friday to be determined by the Town Administrator, and depending on various circumstances, start and finish times may vary.

This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid at the rate of time and one half (i.e., one and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

This job description does not constitute an employment 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.