



## Town of Danvers Position Description

<b>Title:</b> Human Resources Generalist	<b>Classification:</b> Non-Union
<b>Department:</b> Human Resources	<b>Grade:</b> 11
<b>Reports to:</b> Assistant Town Manager	<b>FLSA Status:</b> FLSA Exempt
<b>Effective Date:</b> 06/12/2019	<b>Union Status:</b> Non-Aligned

### **GENERAL SUMMARY:**

Under the limited direction of the Assistant Town Manager, supports and manages all functions of the Human Resources Department with state, federal, and local personnel policies and regulations, recruitment, employee relations, policy development, labor relations and any other tasks. The HR Generalist will be exposed to all aspects of the Human Resources Department but may be assigned to specific functional areas of the organization or department, as determined by the Assistant Town Manager. This position requires a high level of professionalism, confidentiality and superior customer service skills.

### **ESSENTIAL FUNCTIONS:**

*(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 administration of the Town's recruitment and hiring efforts, including creating, reviewing and posting job announcements, placing ads, processing applications, scheduling interviews, arranging and tracking background and CORI checks, medical exams, and other pre-employment requirements; and communicates with candidates; follows up with supervisors and keeps them updated.
- Develops and recommends policies and procedures (including a comprehensive Personnel Plan); maintains the personnel manual.
- Assists with the development of the Department's operating budget and is accountable for ensuring that the Department operates within budgetary constraints.
- Exercises responsibility for the maintenance of important departmental and personnel records. Prepares periodic reports and analysis of personnel data, such as salary, benefits, budgetary costs related to personnel and training, collective bargaining research and cost analysis, compliance and auditing, etc.; Establishes and maintains appropriate records and reports in compliance with all local, state, and federal law.
- Coordinates closely with payroll staff to ensure the processing of payroll actions, deductions and any other payroll matters. Audits payroll and personnel actions which are received by the Department to ensure accuracy, and proper and equitable implementation of actions town wide ensuring that proper substantiating data and materials are available. Works closely with the Finance Department on budget matters, reconciliation of personnel actions and matters and the maintenance of records using the Town's financial system and other finance department procedures.
- Implements and manages the Town's training and development program; assists in determining types of training to include in program; reviews and recommends staff development opportunities and needs; consults with the Assistant Town Manager on program development and needs.
- Manages the personnel function to include recruiting, employment, personnel development, wage and salary benefit surveys, and evaluations.
- Serves as Affirmative Action Officer and Safety Officer and Chairperson; monitors and modifies, as necessary, affirmative action goals and programs; as Safety Officer, works with various departments in developing safety training programs and establishing safety policies and procedures.

- Conducts research and analysis related to collective bargaining, compensation, classification and benefit administration. Assists the Assistant Town Manager with preparing for grievance hearings, arbitrations, negotiation sessions, etc. Assists with cost analysis during the collective bargaining process.
- Responsible for all federal and state compliance and reporting including but not limited to (EEO, FLSA, ADA, FMLA, WC, Civil Service and the like) and employee assistance.
- Manages all Civil Service practices and procedures as the Town's Civil Service Administrator governed by Civil Service Rules and Regulations.
- Responsible for administering the Town's Wellness Program.
- Manages the Town's employee onboarding process; updates and makes recommendations on the process as appropriate.
- Assists with administration of the Town's drug and alcohol testing program including maintaining database, scheduling appointments with testing agency and supervisors, and preparing related reports.
- Consults with Assistant Town Manager for advice or clarification of Town policy or procedure on unusual requests, employee issues or other situations that may have legal, union, or precedent setting ramifications.
- Conducts research relating to human resources topics; works on special projects, both short and long term as required.
- Is cross trained in all aspects of the Human Resources Department in order to assist in the maintenance of continuous service.
- Performs similar or related work as required, directed or as situation dictates.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Human Resources Management or related field and three to five years human resources experience or Associates Degree in Human Resources Management or related field and five years human resources experience; Certification with the Society for Human Resources Management highly desirable; or any equivalent combination of education, training and experience.
- Advanced with computers and Microsoft Office is required.
- Valid driver's license.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

#### **KNOWLEDGE, ABILITY AND SKILL**

*Knowledge:* Thorough knowledge of office practices and procedures and familiarity with the laws and regulations affecting Human Resources.

*Ability:* Must have the ability to maintain strict confidentiality in dealing with extremely sensitive employee information. Ability to deal appropriately and tactfully with the general public. Ability to communicate effectively in a professional manner with all departments. Ability to keep accurate complex records and generate reports accordingly. Ability to perform in a fast-paced office environment.

*Skills:* Excellent planning, time management and organizational skills. Strong computer skills. Excellent customer service and organization skills, excellent time-management skills, excellent written and verbal communication skills, strong project management skills and experience in establishing and maintenance of employee confidential files and record keeping. Excellent attention to detail.

#### **SUPERVISION**

*Received:* Works under the general direction of the Assistant Town Manager, and in accordance with the applicable provisions of the Massachusetts General Laws.

*Exercised:* May oversee Human Resources Assistant, volunteers and interns.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Makes frequent contact with the public, department heads, other Town employees. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Has access to employee-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.
- May be required to work additional/extended hours from time to time.

**Physical Requirements**

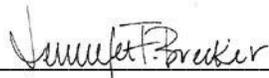
*(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**



Human Resources Director

07/01/2019

Date

**Received by:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date