



**Job Posting– December 10, 2020**  
**Deadline- Open until Filled**  
**Full Time-Director of Personnel**  
**Personnel Department**

**Position Purpose:**

Performs professional level work in recruitment, benefits administration for active and retired employees, employee relations, compliance, and other human resources functions including but not limited to labor relations, union negotiations and training & development. Performs other projects as assigned by the Mayor. Position is appointed by the Mayor for a term of (5) five years with confirmation by the City Council.

**Essential Functions:**

Recommends and implements personnel initiatives. Maintains the internal job posting process, external recruitment process, and an employee orientation process. Assures that the city complies with certain laws such as equal employment opportunity, the FMLA, the ADA, and the Fair Labor Standards Act. Oversees the maintenance of personnel records for city employees. Assures that employees and retirees are informed about benefit changes, including group health insurance and annual open enrollments. Responds to employee requests to access benefits such as the Family Medical Leave. Coordinates the collection of information about employee leave time and group insurance. Serves as the City Labor Service Director, administering the labor service component of MA Civil Service. Serves as liaison to one or more representatives of labor unions regarding matters of contract interpretation, responding to grievances as appropriate. Counsels employees regarding personnel issues such as conflicts with supervisors or other employees. Creates and implements personnel policy changes. Approves job descriptions and maintains the job evaluation system. Analyzes salary structure and recommends changes. Serves as ADA (Americans with Disabilities Act) Coordinator. Represents the Personnel Office at internal and external meetings, including the City Council and other entities. Coordinates employee training programs. Maintains Personnel Department webpage on City website. Performs other personnel related functions as required under Sections 2-311 through 2-314 of the Code of Ordinances. *The essential functions or duties listed above 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.*

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's Degree in Human Resources, Business Management or similar field. PHR or SPHR preferred. 3-5 years of experience in Human Resources, personnel management, or similar field required. Municipal experience in management capacity a plus.

**Knowledge, Ability and Skill:**

**Knowledge:** Knowledge in conflict management, benefits administration and employee development. Knowledge of related state and federal labor laws and regulations and City ordinances.

**Ability:** Prepares routine to complex correspondences and reports utilizing computerized office applications. Ability to develop effective and constructive working relationships with staff, other city employees, elected and appointed officials, vendors, and the public; ability to communicate effectively both orally and in writing. Ability to work with interruptions.

**Skills:** Excellent written and verbal communication skills. Strong technical writing and presentation skills; proficient computer skills including MS Office, Adobe Acrobat, MUNIS (or related HR software). Spanish language proficiency preferred.

**Physical Requirements:**

This position is regularly required to walk, stand, sit, talk, and hear; handles, feels or operates objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges.



**Job Posting– December 10, 2020**  
**Deadline- Open until Filled**  
**Full Time-Director of Personnel**  
**Personnel Department**

**Supervision:**

*Supervision Scope:* Performs complex and responsible duties requiring initiative and independent judgment in employee related matters, administration and execution of the department's services. Supervises a staff of two and coach's management practices of other Department Heads.

*Supervision Received:* Works under the administrative direction of the Mayor.

**Job Environment:**

- Work is performed under typical office setting; work environment is more than normally busy.
- Operates computer, telephone, copier, facsimile machine, scanner and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected and appointed officials; consultants; various professionals; board members of municipal corporations; and, agencies
- Has access to and is responsible for department-related confidential and/or sensitive information.
- Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

**Employment Status & Hours:** Regular Full Time, Generally, Monday – Friday, 8:30 a.m. to 4:30 p.m. This may include but is not limited to evening meetings.

**Fair Labor Standards Act (FLSA) Status:** Exempt

**Pay Rate:** \$44,180-\$67,397/annually

**Employee Benefits:** Health, Dental, Life & Short-Term Disability Insurance and Flexible Spending Account (FSA)

**To apply, please send resume & letter of interest to: [Personnel@holyoke.org](mailto:Personnel@holyoke.org)**

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.

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