**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Human Resources*

## *Director of Human Resources*

## GENERAL STATEMENT OF DUTIES:

The Director of Human Resources directs & oversees all aspects of Human Resources for the Town of Seymour and Seymour School District. Areas of responsibility include compensation & benefit administration, labor& employee relations, compliance with Federal, State & local laws and policy & procedure development & execution.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

**Compensation/Benefits**

* Administer employee compensation & benefits to ensure competitiveness, effectiveness & economic feasibility, identifying and implementing cost containment measures as needed.
* Implementing/administering HRIS system

**Compliance**

* Ensure compliance with all Federal and State policies & regulations related to employment practices.
* Investigate complaints alleging violations of Town, State & Federal policies & regulations in conjunction with labor counsel
* Ensure employees are current with requisite training & certifications to comply with State & Federal regulations
* Complete all requisite reporting, including OSHA, EEO & DOL
* Serve as Affirmative Action Officer

**Employee & Labor Relations**

* Administer, interpret, research and negotiate collective bargaining agreements in conjunction with labor counsel
* Administer labor & personnel disputes, disciplinary actions, grievance procedures, mediation & arbitration in conjunction with labor counsel
* Administer workers’ compensation insurance & unemployment claims
* Administer recruitment & selection processes
* Ensure appropriate staffing levels & effective succession planning
* Administer performance evaluation process & conduct exit interviews
* Completes annual CCM salary survey

**Policy & Procedure Development**

* Develop & implement an effective recruitment procedures
* Develop & update policies & procedures, employee handbooks, & job descriptions.
* Develop & implement employee training & certification program
* Develop & implement employee orientation process.
* Maintain personnel files & medical files for employees.
* Develop & implement procedures for improving morale and communication

## SUPERVISION RECEIVED:

* Works under direct supervision of the First Selectman.

## SUPERVISION EXERCISED:

* None, but may assign work to secretarial/clerical staff.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of all aspects of human resources including compensation & benefits, compliance, labor & employee relations, organizational development, & budgeting
* Knowledge of State and Federal employment regulations
* Ability to design & conduct training & workshops
* Availability for Town meetings outside of regular working hours.
* Ability to conduct responsibilities with diplomacy & discretion
* Knowledge of public sector unions, negotiation & mediation
* Strong written, interpersonal and organizational skills.
* Experience with MS Office, ADP and HRIS or similar strongly preferred

## PHYSICAL REQUIREMENTS:

* Sitting for extended periods of time.
* Extensive computer usage
* Travel between buildings covered

## EXPERIENCE AND TRAINING:

* A Bachelor’s in labor relations, human resources, business administration, public administration or other related field
* A Master’s degree in Human Resources Management or closely related field is preferred.
* PHR or SPHR certification is preferred.
* A minimum of 5-years’ experience in human resources management, with a preference for public sector union & union experience.

**REVIEW PROCESS:**

* The First Selectman will conduct a bi-annual employee performance review each January & July. During that time, essential duties & responsibilities will be reviewed directly with the First Selectman.
  + A formal, written report on the employee’s performance will be completed by the First Selectman. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.