

Human Resources Officer/Deputy Town Clerk

General Statement of Duties

Performs the duties of the Human Resources Officer and Deputy Town Clerk under the supervision of the Town Manager.

Distinguishing Features of the Class

An employee in this class performs a wide variety of administrative tasks requiring initiative, independent judgment and extensive working knowledge of municipal organization and programs. Primary duties will include oversight of the town's human resource responsibilities and support the town clerk with administrative support. The employee may attend board meetings to take minutes and prepares drafts of Town Board meeting minutes for the review of the manager; creates and maintains records, documents and databases; assists with preparation of town board agendas and performs other tasks as may be assigned by the town manager. The employee will be the responsible party to manage the full range of the town's human resource responsibilities to include oversight of new hires, promotions, disciplinary actions, recordkeeping, and support of the management team on all issues relating to personnel. Employee must exercise independent judgment, discretion, and initiative in completing assignments and handling difficult public contact situations requiring considerable tact and knowledge of applicable policies, procedures, and programs. Work is performed in an office environment under regular supervision of the town manager and is evaluated through periodic conferences and observation of results achieved.

Duties and Responsibilities

Essential Duties and Tasks

- Manages the full range of the town's human resource responsibilities to include recruitment efforts for new hires, preparation of job descriptions, advertisement of job postings, background checks, assisting department heads with the interview process and selection of the best qualified candidate.
- Manages all facets of the new hire onboarding process to include new hire orientation, training, benefits selection, and payroll set-up.
- Is responsible for the storage and maintenance of all employee personnel files in accordance with regulated retention schedule.
- Assists the town manager and finance officer in the preparation of annual budgets particularly regarding employee benefits, necessary to ensure the town remains competitive with other local government employers.
- Assists employees with retirement and 401K related questions or concerns.
- Responsible for data input for health benefits, retirement/401k contributions, voluntary deductions and COBRA administration.
- Administers the towns worker's compensation and OSHA programs.
- Responsible for the bi-weekly payroll administration
- Oversee the promotion and demotion process in accordance with the town personnel policy.
- Assign annual performance reviews to department heads, while working to ensure budget is in place for correlating merit increases for each department.

- Administrator of the town's Alcohol and Substance Abuse Policy including new hire, quarterly random, post-accident, and reasonable suspicion screenings.
- Policy development and amendments.
- Manages bids for benefit packages.
- In absence of Town Clerk attends all meetings of the Board of Aldermen to take, prepare and maintain the minutes; prepares and proofs minutes for manager approval; works with the manager to prepare the board agenda and board packets; sends packets and notifications of meetings to members of the Board and those on the sunshine list.
- Prepares and maintains for recordkeeping, a wide variety of official town correspondence and documents subject to record retention requirements established by legislation.
- Attends various meetings as required to takes minutes or notations of confidential material gleaned from such meetings for the town manager.
- Participates in preparing, compiling data, proofing and other activities for various fiscal reports.
- Provides administrative support for the Town Manager and town board members as needed.
- Any other duties as assigned by the Town Manager

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices, laws and regulations related to Human Resource administration.
- Considerable knowledge of the principles and practices of effective supervision including leadership, conflict resolution, motivation, employee communications, performance coaching and evaluation, compensation administration, and related matters.
- Considerable knowledge of general statutes, policies, procedures, and processes of Town government's operations and requirements for Board actions and processes.
- Considerable knowledge of standard modern office management and administrative practices and procedures; considerable knowledge of the principles of grammar, spelling and composition; considerable knowledge of office technology.
- Considerable knowledge of Town government including the Council-Manager form of government.
- Skill in collaborative conflict resolution.
- Ability to exercise sound judgement in making decisions in conformance with laws, regulations, and policies.
- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to plan, organize, and prioritize a variety of work functions, including coordination with departments and other staff.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected and appointed officials, community groups, political and legislative groups, department heads, employees, and the general public.
- Ability to handle confidential information appropriately.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer and to determine the accuracy, neatness, and thoroughness of the work assigned.

Desirable Education and Experience

A Bachelor of Science or Arts degree in Human Resources or an administrative field is preferred; however, an associate degree in office management or secretarial science with an equivalent combination of education and experience will be accepted.

Pay Grade: 22

Pay Range: 55,411 – 83,117