

*City of Marlborough, MA
Wednesday, July 24, 2013*

Chapter 7. ADMINISTRATION

Article VII. Personnel Department and Director

§ 7-47. Creation; term.

[Amended 12-8-1986 by Ord. No. 86-1259A] There shall be a Personnel Department and a Personnel Director responsible for personnel matters within the City, to be appointed by the Mayor, subject to confirmation by the City Council, for a term of three years.

§ 7-48. Taking of office; compensation.

Said Personnel Director shall take office on the day following his/her appointment and shall receive such compensation as authorized by the Mayor and City Council.

§ 7-49. Duties and responsibilities.

The primary responsibilities and duties of the Personnel Director shall be to administer such personnel matters and policies assigned to him/her by the Mayor; said duties shall include, but not be limited to, administration of civil service procedures, affirmative action, recruitment of new employees, a personnel records' management system, screening and interviewing of applicants, conducting exit interviews and assisting in the research for and administration of labor negotiations and grievances. Said Director shall be responsible for routine to complex professional and administrative work implementing, supervising, monitoring and constantly improving the City's personnel policies and procedures, including the City's personnel ordinances. Duties include direct supervision over less than five employees, requiring advisory responsibility for instructing subordinates and assuring they perform as instructed. Duties shall also include drafting of a personnel procedures manual which supplements the City's personnel ordinances and the administration of all personnel policies, including fringe benefits, wage and classification plans and all related work as required.



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE IV CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 31A MUNICIPAL PERSONNEL SYSTEMS

Section 6 Personnel director; time of appointment; authority

Section 6. Within one hundred and eighty days following the effective date of a local ordinance or by-law, the municipality shall appoint a personnel director qualified for the position by reason of previous education, training, or experience.

Said personnel director may be a professional city manager, town manager, executive secretary, or a local official with equivalent experience, or a person appointed by a group of municipalities to serve as a personnel director on a regional basis. The personnel director shall have full authority to administer such local personnel system and shall have direct access to the chief executive of the municipality. The duties of the personnel director shall be prescribed by ordinance or by-law.