The City of Marlborough is seeking a Director of Human Resources to serve an estimated 650 active and 1,000 retired employees as key member of the Mayor’s management team. This is a benefited, 40-hour position and candidate will be responsible for a Human Resources Department consisting of two staff members.

**Position Purpose:**
The purpose of this position is to provide administrative, management, and professional work in directing and supervising the personnel systems of the City of Marlborough including benefits, recruitment and retention, workplace safety, labor relations, training, and employee recognition; all other related work as required. The Director of Human Resources is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**
*Supervision Scope:* Performs varied and highly responsible duties requiring extensive independent judgment in ensuring conformance with applicable laws, regulations, collective bargaining agreements, and departmental policies. Incumbent is required to work independently in formulating decisions regarding policies, procedures, operations and plans at the municipal-wide level.

*Supervision Received:* Works under the policy direction of the Mayor. Employee receives occasional guidance, intent, and special directives; assumes responsibility for developing and achieving the department goals and objectives. The position is subject to review and evaluation according to the City’s personnel plan.

*Supervision Given:* Supervises two full-time department employees, developing job direction, assigning tasks and instructions. Provides general guidance to all department heads regarding matters of human resources policies and procedures.

**Job Environment:**
Work is performed under typical office conditions; occasionally required to work evening and/or weekend hours; incumbent occasionally required to attend meetings with various City boards, committees, and employees.

Makes regular contacts with all City departments and employees (an estimated 650 employees), union representatives, vendors, retirees (an estimated 1,000 retirees), and representatives of local, state, and federal government, contacts involve furnishing routine information as well as discussing complex legal issues; contacts require considerable discretion, resourcefulness and persuasiveness to achieve desired objectives.
POSITION AVAILABLE
DIRECTOR OF HUMAN RESOURCES
(continued)

Has access to an extensive amount of highly confidential information on a City-wide basis such as personnel records, collective bargaining negotiations, bid proposals, and pending lawsuits and investigations.

**Essential Job 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 insurance and employee benefit plans. Acts as group insurance administrator; acts as liaison between insurance carriers and City employees to ensure that correct benefits are provided, and that problems or disputes are resolved whenever possible. Counsels employees on benefit programs and on payment/reimbursement procedures. Ensures that employees who are leaving the employ of the City are advised of their rights; reviews and processes claims; represents the City at unemployment hearings.

Oversees the administration of the worker’s compensation insurance program within the City; reviews claims, recommends acceptance or denial, assigns attorneys to cases when necessary, reviews and processes all claim bills through a third party administrator.

Responsible for developing, administering and proposing improvements to the City’s wage compensation plan; monitors and reviews current personnel policies, job classification and salary structures, and recommends changes as required; revises and maintains job descriptions. As requested, reviews and recommends the classification or reclassification of a position.

Oversees and participates in the recruitment, screening, hiring, and orientation of all new City employees. Maintains employment applications; establishes and maintains employee records and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; furnishes references and credit checks; performs special studies and advises the public on job opportunities and application procedures.

Acts as bargaining representative for the City with all seven City unions; assists in the development of bargaining concepts and strategies; works with labor counsel and presents the City’s case to mediators, fact finders and arbitrators as needed; drafts necessary contract language and prepares agreements for execution; coordinates post negotiation activities including; communicates contract changes to department heads; schedules any major retroactive payments, etc. Continuously administers collective bargaining agreements ensuring compliance to labor contracts; maintains communications with appropriate union officials for exchange of information, informal discussion of union-management affairs and related matters; assists with the grievance process as necessary.

Serves as hearing officer at the discretion of the Mayor at grievance hearings.

The City of Marlborough is an Equal Opportunity Employer. The City of Marlborough does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.
POSITION AVAILABLE
DIRECTOR OF HUMAN RESOURCES
(continued)

Mediates problems between employees; works to improve communication within and between departments; answers questions from department heads and supervisors concerning personnel policies and procedures.

Serves as keeper of personnel records and all other confidential information concerning employees.

Prepares and manages a departmental budget of $280,000.00, monitors its administration and establishes objectives for the department.

Recommended Minimum Qualifications
Bachelor’s degree in human resources, public administration, business administration, labor relations or a related field; master’s degree a plus. At least seven years of professional experience in HR/labor relations or any equivalent combination of education and experience. SPHR Certification desirable/municipal experience helpful. Special consideration given to candidates with Juris Doctor degree (JD).

Step Salary: $95,465.35 – $107,509.88

Please forward cover letter and resume to:
Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Position will remain open until filled.

Position: Union
Class: Full-Time

X Non-Union

Permanent

Contract

Intermittent

Temporary