

Middletown, CT Job Description

Classification Title	Director of Human Resources
Job Code	
Department	Human Resources
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to direct and administer ~~all~~the City's Human Resources functions. ~~Assists~~ with labor relations ~~and to~~administers all areas of Civil Service ~~testing, which includes including~~ recruitment, testing and certification of candidates. ~~The work is performed under the direction of the General Counsel.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs, recommends and administers all human resources activities, which includes programs including recruitment, examination, appointments, employee assistance program, classification, and compensation, family and medical leave and labor relations. ~~Advises Department Heads, managers, supervisors, and commissions regarding human resources and labor relations programs.~~
- ~~Conducts grievance hearings and provides written decisions.~~ Interprets collective bargaining agreements, city policies and other statutory regulations. Advises department heads, supervisors, union members and staff in the administration of such. Provides consultation and makes recommendations to Mayor, Common Council members, employees and department heads.
- ~~Engages in settlement discussions and constructs settlement agreements; composes memorandum of understanding to address and resolve labor issues; may participate in identifying defenses to claims against the City regarding labor issues. Testifies before boards, panels, tribunals, or other hearings regarding labor issues.~~
- Conducts a variety of internal investigations. Provides consultation and resolves disputes. ~~Prepares reports and makes recommendations regarding employee performance, conflict resolution, for progressive discipline and employee assistance referral, if warranted.~~
- Assists and supervises labor relation programs. Conducts grievance hearings and provides written decisions. Engages in settlement discussions and develops agreements. Collaborates with unions and department heads to resolve disputes.

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Composes memorandums of understanding to address and resolve labor issues. Testifies before boards, panels and tribunals with regard to labor issues.

- ~~Conducts and monitors oral examination panels; Develops test questions; Administers written examinations and scores results; Monitors and scores practical examinations; Prepares and maintains eligibility lists. Manages recruitment efforts, which includes advertising, application reviews and determination and test development. Administers written and practical exams and scores results. Certifies position eligibility lists in accordance with civil service rules, state statutes and city policy.~~
- Prepares written correspondence to department heads and applicants regarding eligibility and vacant positions. ~~;- Maintains position vacancy reports.~~
- ~~Works Collaborates~~ with department heads to determine required knowledge, skills and abilities for new and vacant positions.
- ~~Provides consultation and makes recommendations to employees and department heads regarding procedures and ideas for employee performance evaluations and conflict resolution.~~
- ~~Administers the City's Employee Assistance Program (EAP); Family Medical Leave requests and other leave requests in accordance with all applicable mandates, statutes, policies and collective bargaining agreements.~~
- Serves as the Drug and Alcohol Program Manager (DAPM) for the Federal and DOT mandated drug and alcohol testing program for ~~all~~ safety sensitive employees who carry commercial ~~drivers~~ license (CDL); ~~and e~~Ensures compliance with all regulations.
- ~~Assists the General Counsel, or designee in labor relations.~~
- ~~Responds to and attends hearings involving unemployment compensation claims filed by employees and former employees.~~
- ~~Prepares and administers the division budget.~~
- Supervises ~~personnel; provides personnel.~~ Provides training and instruction; ~~p~~Plans, coordinates, assigns and reviews work; ~~m~~Maintains standards and evaluates performance. Identifies and initiates training opportunities for city employees.

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- ~~• May develop requests for proposals and classification specifications.~~
- ~~• Identifies and initiates training programs in conjunction with Mayor, Risk Manager and Department heads~~
- ~~• May serve as staff for board, committee, and commission meetings.~~
- ~~• Oversees the maintenance of all personnel and confidential medical records.~~
- ~~• Administers and ensures compliance with federal mandates; city ordinances, rules, policies, and collective bargaining agreements. Administers Civil Service rules.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in ~~Personnel~~, Human Resources, Public Administration or a related field and at least five years of experience in human resources and labor relations administration. ~~personnel administrative experience; or, any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

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PREFERRED QUALIFICATIONS

Three years of direct supervisory experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of the principles of personnel administration and labor relations.~~
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as grievances, applications, subpoenas, disciplinary

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reports, contracts, settlement agreements, statutes, contracts, rules, ordinances, charters, legal briefs, economic analysis, and organizational analysis.

- ~~Requires the ability to communicate orally and in writing with the Mayor and Common Council Department Heads and/Directors, City employees, various boards, commissions, committees, unions, attorneys, panelists, vendors, employment candidates and the public.~~ Knowledge of applicable state and federal statutes and regulations
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~ Knowledge of City policies, ordinances, collective bargaining agreements and other labor practices
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job

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- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~use (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy/ies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

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~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing up to twenty five pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/03/15
Dates revised	

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