



JOB DESCRIPTION

Job Title: Human Resources Manager	Grade: 9
FLSA Status: Exempt	EEO: Officials/Administrators
Job Classification Designation: Classified/Competitive	Bargaining Unit: Non-Union/Administrative/Conf.

Job Summary: This class provides administrative, analytical and technical support in the management and administration of human resources programs and operations for the Town including staffing and retention, compensation and classification, benefits, risk management, collective bargaining and personnel policies and procedures.

Supervision Received: Receives administrative direction from the Town Administrator.

Supervision Exercised: Directs all department programs and operations staff as assigned.

Examples of Essential Duties:

- Administers collective bargaining agreements and recommends terms and conditions of employment for administrators and other non-union employees.
- Assists with the recruitment of new hires including job posting, application review, interview preparation and coordination, testing and evaluation and candidate interviews.
- Conducts employee on-boarding and off-boarding processes.
- Assists in the day-to-day development, administration and communication of various benefit and retirement programs as well as Town human resources policies and procedures, goals and objectives.
- Manages the annual open enrollment period for employees and volunteer firefighters.
- Resolves healthcare claim discrepancies and provides information on non-routine situations.
- Coordinates with Finance/Payroll to resolve issues.
- Assists in benefits renewal process.
- Assists in the administration of accident/injury, absence and leave management including, Workers' Compensation, Family Medical Leave Act, and return to work. Works collaboratively with the Finance Department and other operating Town departments to facilitate the processing of workers' compensation claims, return-to-work, and to address general employee safety issues in the workplace.
- Oversees maintenance of personnel records including personnel files, benefit information and confidential medical files. Updates employee benefit records as necessary.
- Counsels employees, advises managers, reviews employee performance evaluations, investigates personnel problems and disciplinary issues.
- Assists collective bargaining team in preparing proposals and monetary data for negotiations. Serves as a member of the Town's negotiating team.
- Develops and manages the budget for the human resources function.
- Develops and recommends new/revised job classifications.
- Ensures appropriate interpretation of human resources rules and regulations as well as Town compliance with federal and state laws and regulations relating to human resources, equal employment opportunity, and affirmative action.
- Provides advice and counsel to management regarding board policies, regulatory compliance, state and federal laws, and contractual agreements related to human resources and personnel.
- Monitors relevant legal and legislative changes and court decisions and makes administrative recommendations to assure compliance with applicable laws and regulations.
- Provides counsel to the Town Administrator and First Selectperson on all matters related to human resources and employee relations.
- Provides training and assistance to staff in all phases of human resources administration.

- Represents the Town at hearings involving complex and sensitive grievance issues.
- Serves as the equal employment opportunity officer and coordinates policies and procedures.
- Conducts special projects and other assignments as needed.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable working knowledge of human resources practices and administration.
- Considerable working knowledge of labor relations.
- Knowledge of benefits administration.
- Considerable knowledge of relevant federal and state statutes, guidelines and regulations, including statutes prohibiting discrimination and retaliation.
- Knowledge of occupational safety.
- Considerable negotiation and conflict resolution skills.
- Considerable written and verbal communication skills.
- Considerable ability to establish and maintain effective working relationships with co-workers and town officials. Ability to interact in a positive and effective manner with personnel at all levels of authority.
- Considerable problem-solving and analytical skills.
- Supervisory ability.
- Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations.
- Ability to recruit, interview, and evaluate job applicants for diverse positions.
- Ability to perform administrative procedures.

Minimum Qualifications: Five (5) years of professional experience in human resources management. Two (2) years of experience must have been in a supervisory capacity. Bachelor's Degree in Human Resource Administration, Public Administration or related field preferred. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License. Municipal Human Resources experience preferred.

CEBS, PSHRA and/or SHRM Certification a plus.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception		X						
Standing		X			Color Distinction								X
Walking		X			Peripheral Vision								
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness	X							
Handling		X			Humidity	X							
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Weston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved: June 26, 2024