



Job Description Town of West Warwick

Job Title: Personnel Director
Department: Personnel Department
Reports To: Town Manager
Effective Date: 09-10-2020
Last Revision: 09-19-2019

General Summary:

This position is responsible for performing a variety of complex administrative, technical, and professional work in directing and implementing municipal personnel program including but not limited to employee recruitment, hiring, benefit administration, policy development and administration, labor relations and risk management. The Personnel Director is appointed by the Town Council upon the recommendation of the Town Manager. This at will position is under the general supervision of the Town Manager.

Essential Functions:

- Directs, manages and coordinates the personnel function for the Town.
- Ensures compliance with all applicable federal and state laws and regulations.
- Ensures compliance with the Town Charter, ordinances and resolutions.
- Provides professional advice to the Town Manager and Department Directors on human resource management issues.
- Member of the Town's collective bargaining team and is the primary contact for labor relations issues.
- Manages and administers the Town's health, dental, life insurance and flexible spending accounts for own employees; explains benefit plans, costs and procedures to employees; assists employees with enrollment changes and terminations benefits, ensuring that correct payroll deductions are put into place. Processes payments for medical, dental and life insurance invoices. Verify that all new enrollee changes in coverage, cancellations have been processed. Notify payroll of change in employee deductions. Reconciles account lists with payments, resolve billing, cancellation or changes of coverage problems with insurance carriers. Organize and oversee the enrollment process; sends notifications to all employees and retirees to provide updated insurance information on benefits and costs.
- Serves as primary contact with the Town's health insurance, dental and life insurance carriers

and is the Town's representative on the Rhode Island Municipal Insurance Corporation.

- Oversees the Town's workers compensation program and processes claims and meets with the Town's workers compensation administrator on a regular basis to review claims.
- Acts as Chairperson of Town's Trust in Safety Program.
- Coordinates the hiring of new employees which includes post/advertise vacancies, provide copies of resumes/applications for a department head or screening committee, schedules interviews and pre-employment physical for selected candidate, send letters to all that applied at the completion of the hiring process. May participate in the interview process and assist in the selection of final candidates. Provide necessary paperwork to new hire including benefits offered and employment policies. Plans and conducts new employee orientation including the assembly, distribution and explanation of the employee handbook covering the policies and procedures of the Town.
- Maintains confidential personnel records that will include hiring, promotions, demotions, transfers, terminations, retirements and salary adjustments. Prepares separation notices and related documentations.
- Plans for and organizes (independently and with outside entities) employee training.
- Works with Police and Fire Departments in organizing and implementing recruitment drives to establish eligibility lists.
- Responsible for the accrual process; ensures that timecards are submitted on a weekly basis; monitors and update the sick, vacation, personal, compensatory time accruals/usages database for all Town employees.
- Conducts workplace investigations as they arise.
- Complies cost data for development of the annual budget.
- Maintains all required documentation for auditors.
- Performs similar or related work as required, directed or as situation dictates.

Other Functions:

- Attends meetings of the Town Council as needed.
- Attends conferences, seminars, meetings as required.
- Must be available to attend evening meetings as required.
- Periodic additional work hours may be required.

Education & Experience:

Education:

Bachelor's Degree from an accredited college or university in personnel management, labor relations or business administration.

Experience:

No less than three years of experience in personnel management.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Principles, practices, laws, regulations and procedures of human resource management.
- Employee classification, compensation, benefits, recruitment, selection, training and discipline.
- Federal, state, and local laws pertaining to human resources and labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA, etc.
- Risk management, safety practices and wellness initiatives.
- Human resources software programs.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed communication skills; written and oral.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to completion.
- Multitask.
- Maintain effective working relationships with all contacts.
- Effectively interact and communicate with the general public, fellow employees and a variety of other stakeholders.
- Understand the town charter, ordinances, state and federal laws and regulations pertaining to the position.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Professional Human Resources Certification by the Human Resources Certification Institute (HRCI) or the Society of Human Resources Management (SHRM) is desired but not required.

Special Requirements:

This position requires the following:

- Successfully pass a background check.
- Possess a valid driver's license.

Physical Demands & Work Environment:

Physical Demands:

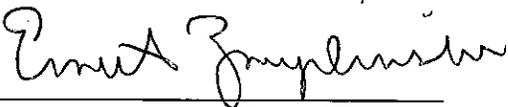
While performing the duties of this position, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools or controls and office equipment, and reach with hands and arms. The employee is required to occasionally walk, kneel and stoop. The employee may lift and/or carry up to 20 pounds. Vision requirements include the ability to read routine and complex documents for general understanding.

Work Environment:

Employee will work primarily in an office setting with frequent interruptions to respond to requests for information and service. The noise level is quiet to moderate. Workload is subject to fluctuation.

The above statements are intended to describe the general nature and level of the work performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required to perform this position. This job description does not constitute an employment agreement between the Town of West Warwick and the employee, and is subject to change by the Town, as the needs of the Town and the requirements of the job change.

APPROVED:


Ernest Zmyslinski, Town Manager

09-10-20
Date