

**Town of Raynham Job Description
Human Resources Coordinator**

Position Title:	Human Resources Coordinator	Salary Range:	Up to \$65,000
Department:	Selectmen	Eff. Date:	01/12/2021
Reports to:	Town Administrator	FLSA Status:	Exempt

DEFINITION

Position is responsible for administering the Human Resources function for the Town, including personnel policies, recruitment, employee relations and retiree administration.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains and implements personnel policies and procedures, ensuring consistent interpretation and application. Recommends to the Town Administrator changes to personnel policies as needed;
- Provides personnel policy information to employees and advises on interpretation;
- Oversees administration of employee benefit programs, including health, life, voluntary dental, and employee assistance programs. Responsible for communication of benefit plan features to employees and retirees, and for resolving related problems;
- Attends department head meetings; advises department heads on a variety of personnel matters including Benefits, FMLA, Sexual Harassment, Workplace Violence, and Employee Education and Training;
- Functions as the Town's designated agent in such matters as workers' compensation, affirmative action/EEO, ADA, HIPAA, ACA and FLSA. Oversees compliance with Federal and State employment law as well as Town policies and collective bargaining agreements, consults with Labor Counsel as needed;
- Administers the compensation and classification in accordance with Town policies, collective bargaining agreements, and Federal and State statutes. Evaluates and makes recommendations to the Town Administrator regarding compensation and classification actions;
- Monitors and reviews job classifications and salary structures and recommends changes as required; revises and maintains job descriptions. Implements and oversees related salary and classification studies;
- Manages a central computerized personnel system; handles the maintenance of its records, data, and information. Maintains official personnel records, ensuring individual employee files are current and complete;
- Collaborate with the Treasurer-Collector's Office to investigate and respond to unemployment claims as necessary, attend legal hearings to defend the Town's position on particular claims.
- Prepares periodic reports on personnel data, as required by federal or state law or upon request;
- Provides guidance to departments to ensure a uniform town wide hiring, interviewing and onboarding process; participates in the interview process as requested.
- Oversees the implementation of vacation, sick, and other forms of leave by employees, consistent with municipal policies and union agreements;
- Administers workers' compensation program and injured on duty programs, including the review and approval of injury reports and workers' compensation calculations, monitoring of medical

Town of Raynham Job Description Human Resources Coordinator

treatment, interaction with state Department of Industrial Accidents, assists in development of internal policies and procedures to reduce employee accidents and absences;

- Assists with negotiation, implementation and interpretation of such employee and union contracts;
- Identifies organizational training needs and develops training plans and programs for appropriate employee development;
- Organizes and administers the Raynham Workplace Safety Committee
- Prepares and submits employment-related reports as required by the State and Federal law;
- Plans and conducts new employee orientations to foster positive attitude toward organization goals. Ensures that appropriate pre-employment and CORI and SORI checks are performed on employees as required by local or state law. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations;
- Conducts special projects and other assignments as needed;
- Performs all other related job duties as necessary.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the Town Administrator only where clarification, interpretation, or exception to policy may be required or as requested by the Town Administrator. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy is required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Town of Raynham Job Description Human Resources Coordinator

CONFIDENTIALITY

The employee has access to extensive amounts of confidential information, which may include official personnel files, town-wide litigation, collective bargaining and disciplinary records, on a large scale across departments.

EDUCATION AND EXPERIENCE

A degree in Human Resources Administration, Public Administration, Business Management or a related field preferred, and from three up to five years of experience in human resources or any equivalent combination of education and experience. Advanced proficiency with Microsoft Office and familiarity with common public sector/non-profit human resources/payroll/accounting software is an advantage; SHRM, IMPA-HR or similar HR certification required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of the principles, practices, regulations and applicable laws relating to personnel administration in the public sector. Knowledge of position classification, compensation and benefits, recruitment, selection, training, civil service, risk management, safety practices and labor relations. Knowledge and understanding of FMLA, ADA, FLSA, COBRA, ACA, Affirmative Action, Equal Opportunity and HIPAA. Knowledge of Microsoft Office, Excel and PowerPoint.

Ability: Ability to interact in a positive and effective manner with personnel at all levels. Ability to serve as a strategic partner with all department heads on matters related to human resources. Ability to demonstrate objectivity, sensitivity and a balanced perspective regarding employee concerns and organizational expectations. Ability to prepare and analyze comprehensive reports. Ability to interact effectively with a wide range of individuals, in coordinating the facilitating, development, and implementation of projects and programs. Ability to communicate clearly and concisely, in writing and orally. Ability to work independently and exercise independent judgment.

Skill: Excellent public relations skills. Computer skills. Proven interpersonal skills, public speaking skills and problem resolution skills. Management skills. Customer service skills. Organizational skills and must be detail orientated.

WORK ENVIRONMENT

The work is performed in an office environment.

**Town of Raynham Job Description
Human Resources Coordinator**

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer use.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.