Open Opportunity

Assistant Director of Human Resources

Salary Range: $79,596-$122,857
"expected starting pay maximum is mid-range"

The purposes of this position are to support the Director in the management and administration of the programs and activities of the Human Resource Department in the functional areas of recruitment and termination practices, labor relations, workers compensation, retirement, employee benefits, performance evaluation process, compensation and classification systems, human resources policies and procedures, etc. The Assistant Director of Human Resources is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Minimum Qualifications

A Bachelor’s Degree in Public Administration, Human Resources, Psychology, Organizational Development or Business Administration and four (4) or more years of increasingly responsible human resources work experience, preferably in a municipal HR office; including one (1) year of supervisory experience. PHR (Professional Human Resources) or SPHR (Senior Professional Human Resources) certifications preferred.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume and cover letter. Applications accepted until sufficient applications are received. Applications accepted ONLY by mail, email – sdaley@bloomfieldct.org or at the Human Resources Department at Town Hall.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact HR Department at 860-769-3544 or at rmatias@bloomfieldct.org

Posted 8/16/22
TOWN OF BLOOMFIELD
ASSISTANT DIRECTOR OF HUMAN RESOURCES

Department: Human Resources  Exempt  Grade: M7

Position Purpose:

The purposes of this position are to support the HR Director in the management and administration of the programs and activities of the Human Resource Department in the functional areas of recruitment and termination practices, labor relations, workers compensation, retirement, employee benefits, performance evaluation process, compensation and classification systems, human resources policies and procedures, etc. The Assistant Director of Human Resources is required to exercise considerable independent judgment in administering and managing the department and 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 responsible professional, and administrative duties requiring the thorough knowledge of human resource operations, local, state and federal laws; and a substantial exercise of judgment and initiative to effectively and efficiently perform the duties of the Assistant Director.

Supervision Received: Works under the general direction of the Director of Human Resources following professional standards, procedures and policies.

Supervision Given: Responsible for the efficient operation of the department and supervises staff in the absence of the Director of Human Resources.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or employees via telephone or in person; occasionally required to drive to other town offices under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with employees, applicants, Town staff, Attorneys, occasional contact with vendors, state and federal agencies, other municipalities, insurance companies, doctor’s offices, and employee benefit providers. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of courtesy and confidentiality.

Errors in judgment or omissions could result in rework, delay in service and legal ramifications.
Has access to extensive confidential information such as personnel records and collective bargaining issues.

**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.)

- Responsible for administration of workers’ compensation for all departments, including processing of claims and light duty assignments. Requires frequent contact with workers’ compensation carrier, medical professionals, supervision and employees.
- Responsible for administration of FMLA leave, including determination of eligibility, referring issues to the Director of HR.
- Responsible for recruiting for all departments including placement of advertisements, review of applications for minimum standards, and the development and administration of written and/or oral testing procedures. Requires frequent contact with outside vendors for testing.
- Responsible for new hire orientation,
- Respond to questions from department supervision and employees regarding provisions of the collective bargaining and retirement contracts ensuring provisions are not violated.
- Keep Director apprised of changes in State and Federal labor and employment laws to ensure Town-wide compliance.
- Develop, supervise and conduct employee orientation sessions and enroll employees for various employee benefits such as health insurance, retirement, flexible spending accounts, etc. May input new or promoted employees into payroll system with proper compensation and insure all forms are completed.
- Supervise, administer and assist with paper work for employees who resign, retire or are terminated such as: cobra benefits, Medicare supplements, final compensation, etc.
- Work with Director to ensure new and/or revised positions are properly classified in accordance with the Town’s classification and compensation systems; conduct employee salary and benefit surveys as needed by contacting surrounding towns or oversee consultants.
- Provide support to Town’s negotiating team for collective bargaining agreements and retirement contracts.
- Attend various administrative meetings such as safety committee, employee committees, department head meetings, etc.
- Submits oral and written reports to Town officials and state agencies as required.
- Conduct various training workshops for staff members such as sexual harassment prevention, etc.
- Delegate work to Human Resources Generalist and Human Resource Staff Assistant.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Assists other department staff as needed to promote a team effort to serve the public.
Minimum Required Qualifications:

Education, Training and Experience:

A Bachelor’s Degree in Public Administration, Human Resources, Psychology, Organizational Development or Business Administration and four (4) or more years of increasingly responsible human resources work experience, preferably in a municipal HR office; including one (1) year of supervisory experience.

Preferred Qualifications:
PHR (Professional Human Resources) or SPHR (Senior Professional Human Resources) certifications preferred.

Special Requirements:
Must have and maintain: Valid Driver’s License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal human resources and recruiting methods.; thorough knowledge of State and Federal Statutes related to personnel administration, labor relations, union contracts, workers compensation, unemployment, etc.; thorough knowledge of employee benefits; knowledge of appropriate computer systems; working knowledge of all municipal operations.

Ability: Ability to deal effectively and maintain working relationships with applicants, town employees and state and regional agencies, etc.; ability to develop policies and procedures and to be able to explain them; ability to multitask and prioritize; ability to work independently and as part of a team; ability to maintain confidential records; ability to prepare reports in oral and written form; ability to utilize data processing applications as they relate to the functions of the Human Resources Department; ability to assign, train, and supervise programs and staff; ability to prepare and administer an operating budget for the whole department.
Skill: Excellent verbal and written communication skills; aptitude for working with and explaining policies and procedures to people; aptitude for working with people and maintaining effective working relationships with various groups; problem solving skills; aptitude for working with paperwork and details; skill in using the above mentioned equipment and computer systems; skills associated with the supervision and training of staff; skills associated with handling numerous projects at one time.

**Physical and Mental Requirements:**

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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<tbody>
<tr>
<td>Outdoor Weather Conditions</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work in high, precarious places</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Work with toxic or caustic chemical</td>
<td></td>
<td>X</td>
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<tr>
<td>Work with fumes or airborne particles</td>
<td></td>
<td>X</td>
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<tr>
<td>Non weather related – extreme heat/cold</td>
<td></td>
<td>X</td>
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<tr>
<td>Work near moving mechanical parts</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Risk of electrical shock</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Vibration</td>
<td></td>
<td>X</td>
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<tr>
<td>Other-</td>
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<td>Other-</td>
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<tr>
<td>Other-</td>
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<table>
<thead>
<tr>
<th>Physical Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td>X</td>
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<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Talking &amp; Hearing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Using hands/fingers to handle/feel</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Climbing or balancing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Stooping, kneelng, crouching, crawling</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Reaching with hands and arms</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Tasting or smelling</td>
<td></td>
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<td>X</td>
<td></td>
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<tr>
<td>Bending, pulling, pushing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Other-Driving</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Other-Describe</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Lifting Requirements</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
<td>X</td>
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<tr>
<td>Up to 25 pounds</td>
<td></td>
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<td>X</td>
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<tr>
<td>Up to 50 pounds</td>
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<td>X</td>
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<tr>
<td>Up to 75 pounds</td>
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<td>X</td>
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<td></td>
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<tr>
<td>Up to 100 pounds</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Over 100 pounds</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Noise Levels</td>
<td>None</td>
<td>Under 1/3</td>
<td>1/3 to 2/3</td>
<td>Over 2/3</td>
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<tr>
<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>Very Quiet (forest, isolation booth)</td>
<td>X</td>
<td></td>
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<tr>
<td>Quiet (library, private office)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Moderate noise (computer, light traffic)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Very Loud (jack hammer work)</td>
<td>X</td>
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</table>

Vision requirements

- X Close vision (i.e. clear vision at 20 inches or less)
- X Distance vision (i.e. clear vision at 20 feet or more)
- X Color vision (i.e. ability to identify and distinguish colors)
- X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- X Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

**Competencies:**
To perform the job successfully, an individual should demonstrate the following competencies

**Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives.

**Visionary Leadership** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.

**Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Leadership** - Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Improves processes, products and services.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
Strategic Thinking - Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently, Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Commits to long hours of work when necessary to reach goals.

Initiative - Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Generates suggestions for improving work.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)