



Job Title: Director of Human Resources
Department: Human Resources
Location: 281 Broadway, Revere, MA 02151
Hours: Mon to Thurs, 8:15am to 5:15pm / Fri. 8:15am to 12:15pm.
May require occasional nights and weekends
Salary: \$80,000 - \$110,000 Annually. Salary commensurate with experience. This is a non-union position.

DESCRIPTION:

This person has ultimate responsibility for all functions of the Human Resources Department. The Human Resource Director provides support and guidance as needed to the Human Resources staff, the Mayor, department heads and others on a variety of human resource related matters. The person in this position works under the general supervision of the Mayor with strict accordance to the Massachusetts General Laws, and the Revised Ordinances of the City of Revere. The Human Resource Director creates and enforces department rules, regulations, and policies to provide a suite of fair, consistent, and legally compliant human resource practices.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- Manages the daily operations of the Human Resources Department. Hires, schedules, trains, and supervises all department employees.
- Creates, implements, and enforces fair, consistent, and legally compliant human resource practices.
- Takes all actions necessary to ensure that the City is compliant with all state and federal regulations.
- Establishes methods and practices to ensure that the attracts, hires, and retains the best candidates for employment.
- Manages and coordinates the hiring process from the creation of job descriptions to making the offer and on-boarding.
- Prepares and administers the human resources budget.
- Manages the progressive discipline and performance management process. Provides advice and counsel to both employees and managers. Works with union leadership to resolve issues as needed.

- Provides advice and counsel on a wide variety of human resource related matters including but not limited to FLSA, FMLA, harassment, discrimination, etc.
- Responsible for the administration of all benefit programs including but not limited to health, dental, workers compensation, life insurance, employee assistance, etc.
- Identifies organizational training needs and develops training plans and programs for appropriate employee development.
- Plans and conducts all on-boarding and off-boarding activities including but no limited to pre-employment checks, new hire orientations, offer letters, separation agreements and notices and exit interviews.
- Administers the workers compensation program including the review and approval of injury reports, calculation of compensation, monitoring of treatment and settlement of cases and all associated reporting. Develops internal policies and procedures and coordinates training to reduce accidents.
- Actively participates in collective bargaining negotiations. Manages agreements and works with the union to resolve grievances. Maintains updated copies of all bargaining agreements.
- Represents the City as needed with regard to human resource related matters.
- Plans, manages, and implements HR related projects.
- Performs other related duties as required.

QUALIFICATIONS:

- Revere residency required. Waiver required for non-Revere residents.
- At least eight (8) years of related experience preferably in a municipal or union environment or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- A bachelor's degree in Human Resource Management, Business Management, Psychology, Sociology, or related field required. Master's degree preferred.
- At least three (3) years of supervisory experience preferably in a municipal and/or union environment.
- SHRM Certified Professional or Senior Certified Professional strongly preferred.
- Previous experiencing using MUNIS software strongly preferred.
- Must have demonstrated knowledge of federal, state, and local regulations.
- Proven ability to remain calm, think under pressure, and react quickly.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Extensive knowledge of State and Federal employment law required.
- Must have knowledge of best practices with regard to legal compliance.
- Knowledge of best practices in progressive discipline and workplace investigations.
- Knowledge of behavioral interviewing and other modern recruiting techniques.

Skills:

- Extensive computer skills with high proficiency in Microsoft Word, Excel, and PowerPoint.
- Creative thinking, listening and problem-solving skills.

Abilities:

- Ability to work with others on highly confidential and sensitive matters.
- Ability to exercise discretion, initiative, and independent judgment.
- Ability to maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.
- Ability to represent the City of Revere in a professional and courteous manner while performing duties.
- Ability to plan, assign, motivate and supervise the work of others.
- Ability to work collaboratively with multiple departments.
- Strong organizational skills necessary.
- Ability to multi-task and self-start is necessary.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours but at times might include nights, weekends and/or holidays. Daily interaction in-person, by phone and or email communications as required. Communication at times will require considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed. The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online, at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.