

Human Resources/Benefits Coordinator

The town of Tyngsborough is seeking a qualified individual to serve as the first Human Resources/Benefits Coordinator. This position performs professional, technical and administrative work in human resources and benefits. Responsible for administering the Town's personnel programs and ensuring compliance with state, federal, and local personnel laws. Coordinates the Town's hiring activities. Responsible for maintaining personnel files, oversees the administration of healthcare benefits, workers' compensation, and employee training. Has access to confidential information which requires appropriate judgment, discretion and professional protocols. Min. qualifications: Bachelor's Degree, 3-5 years' experience, preferably in a municipal government. Position is part-time (25-35 hours) with a starting rate between \$24.75 to \$29.75 hr DOQ and benefits. Position open until filled. Send letter of interest and resume to: Town Administrator, 25 Bryants Lane, Tyngsborough, MA 01879 or email tgay@tyngsboroughma.gov. For full job description please visit our website at: www.tyngsboroughma.gov. AA/EOE. (posted 10/26 exp. 11/17)

Human Resources/Benefit Coordinator

Department: Personnel

Reports to: Town Administrator

Salary: 24.75 to \$29.75 hour (\$51,480 to \$61,880 based on 40 hours)

Hours: 25 - 35

FLSA Status: Exempt

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Administrator, performs professional, technical and administrative work in assisting with human resources. Responsible for administering the Town's personnel programs and ensuring compliance with state, federal, and local personnel laws and regulations. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Requires a thorough knowledge of departmental operations and the exercise of independent judgment in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of detailed assignments, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

Primarily responsible for oversight and maintenance of all human resource functions and programs.

Participates to a substantial degree in the development, implementation, and administration of all human resource policies and procedures.

Resolves problems; prepares and processes complex forms, correspondence, and reports.

Responsible for maintaining accurate personnel files and electronic records.

Directly advises Town Officials and Department Managers concerning human resource matters.

Advises employees, managers, vendors, job seekers, other towns, and other governmental units regarding human resource functions and services.

Coordinates the Town's hiring activities. Works with Town Officials and Department Managers to prepare and submit announcements and advertisements, communicate with candidates, and screen and track applications. Oversees and participates in the processing of new employee paperwork. Administers policy orientation. Ensures recruitment and hiring activities are performed in compliance with applicable laws and regulations.

Assists with maintenance, dissemination, and consistent application of personnel bylaws, policies, procedures, and collective bargaining agreements. May assist with draft revisions. Assists the Town in developing and/or analyzing proposals related to employee benefits and will have advance notice of the Town's collective bargaining proposals or position(s).

Has access to confidential information which requires the application of appropriate judgment, discretion and professional protocols.

Assists with the administration of the Workers' Compensation and Injured-On-Duty programs. Reviews injury reports and medical documents; communicates with appropriate agencies, insurance companies, and attorneys; monitors claims to ensure legal or administrative action is taken when necessary; and communicates with injured employees.

Assists with the administration of medical and other leaves, ensuring compliance with the Family & Medical Leave Act, Americans with Disabilities Act, and other applicable laws, regulations, and Town policies; communicates with employees and supervisors relative to leave.

Oversees employee training programs, which includes coordinating with Departments regarding training needs, developing training content, and locating appropriate resources. May also assist in conducting workshops when appropriate.

Participates to a substantial degree in the development and administration of employee benefit programs. Educates and counsels all Town employees regarding benefit plan features and options; resolves problems that arise in obtaining benefits; communicates and coordinates with benefit providers and vendors as necessary.

Directly advises and supports the Finance Coordinator in administering the Town's Classification and Compensation Plan. Drafts job descriptions; assists in studies; compiles data; provides compensation data to other communities.

Performs special projects and related responsibilities as initiated and requested.

Performs other related duties as required, directed or as the situation dictates.

Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None at this time.

EDUCATION, EXPERIENCE, & SPECIAL REQUIREMENTS:

Bachelor's Degree in a related discipline, including coursework in human resource management or public administration, plus three or more years of increasingly responsible, relevant experience; or any equivalent combination of education and experience. Experience in municipal or unionized workplace also helpful.

Must obtain and maintain clearance to obtain Criminal Offender Records Information (CORI).

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of the principles, practices, regulations, and applicable laws related to personnel administration. Ability to work independently and to handle assignments with high degree of flexibility.

Ability to maintain high-level confidential and strategic information.

Strong interpersonal skills with high level of emotional intelligence and social perceptiveness; above-average ability to communicate effectively both verbally and in writing; ability to handle emotionally

charged situations confidently and professionally; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers.

Strong time management and organizational skills; attention to detail; ability to multi-task and regularly reassess priorities. Ability to work under pressure and manage stress.

Strong knowledge of and skill in using Microsoft Office, including ability to perform more complex tasks such as report creation, document formatting, data/document merging, spreadsheet/formula development, and troubleshooting.

Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.