

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



HUMAN RESOURCES DIRECTOR
(Salary range \$75,000 - \$80,000 commensurate with experience)

CLASS DEFINITION: This position will be at-will and appointed by the Mayor. Under the direction of the Mayor, assumes responsibility for the coordination and administration of all programs and activities of the municipal personnel system. Responsible for recruitment and selection, benefits administration, safety and training programs. Involve in union contract negotiations, discipline and grievance hearings.

ILLUSTRATIVE EXAMPLES OF WORK: Prepare rules for carrying out the provisions of the civil service ordinance. Develops and maintains classification and pay plans. Develops new procedures for improving the quality or efficiency of the City's Human Resources activities. Responsible for advertising, recruiting and testing, layoffs and terminations. Certifies payrolls, administers fringe benefit programs such as Blue Cross, Delta Dental, Life Insurance, Deferred Compensation, vacation, sick leave and personal leave. Administers Workers' Compensation Program, Employee Assistance, Wellness Program, Flu Clinic, Police and Fire Physical Fitness Program. Develops and coordinates supervisory training programs and safety training programs. Prepares for and assists in negotiations of contracts with the (4) four City Bargaining units, Prepares and may present City's case in all grievance cases, arbitrations before the American Arbitration Association and the Personnel Hearing Board. Develops Policies for administration of Human Resources activities such as: Alcohol Policy, Commercial Driver's License Policy, Work Place Violence, and Sexual Harassment Policy.

DESIRABLE ABILITIES, KNOWLEDGE AND SKILLS: Thorough knowledge of the principles of Public Human Resources administration and public labor relations. Ability to write instructions, procedures, policies, opinions and briefs; able to obtain the cooperation of employees, division and department heads. Ability to prepare concise and comprehensive studies and reports. Ability to make oral presentations and oral argument. Ability to work with representatives of the collective bargaining units.

MINIMUM QUALIFICATIONS REQUIRED FOR APPOINTMENT: Bachelor's Degree in public or business administration or Master's Degree with same concentration required or five years of experience as an HR Administrator responsible for personnel and labor relations.

EXAMINATION WEIGHT

Oral 100 %

Only individuals who meet the minimum qualifications will be considered.

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US

Application and resume must be submitted no later than December 13, 2021, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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