

# Town of Pelham Office of Selectmen

**Job Title:** Human Resources Coordinator

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| Weekly Hours: 32 | Hourly: x | Non-Union: x – Employment Contract |
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## **Position Overview:**

This is a part time hourly position required 32 hours per week. The Human Resources Coordinator performs highly responsible administrative activities involving both personnel and general administrative functions.

The Human Resource Coordinator needs to be familiar with but not limited to the following;

- Age Discrimination Act;
- American Dental Education (ADEA);
- American with Disabilities Act (ADA);
- Conduct Internal Investigations and resolves Personnel Complaints;
- Consolidated Omnibus Budget Reconciliation Act (COBRA);
- Employee Benefits Administration and Communication;
- Employee Performance Management;
- Employee Retirement Income Security Act (ERISA);
- Environmental Protection Agency (EPA);
- Equal Employment Opportunity Commission (EEOC);
- Equal Pay Act;
- Fair Labor Standards Act (FLSA);
- Family Leave Medical Act (FMLA);
- Genetic Information Nondiscrimination Act (GINA);
- Health Insurance Portability and Accountability Act (HIPPA);
- Managing Vendors and Suppliers;
- Occupational Safety and Health Administration (OSHA);
- Pregnancy Discrimination Act (PDA);
- Records Retention, Management and Destruction;
- Recruiting, Interviewing and Hiring of New Employees;
- The Affordable Care Act (ACA);
- The Civil Rights Act;
- The Town of Pelham's Joint Loss Safety Committee (JLSC)
- The Town of Pelham's Collective Bargaining Agreements;
- The Town of Pelham's Employee Assistance Program (EAP);
- The Town of Pelham's Policy and Procedure Manual.

## **Supervision Received:**

Works independently under the general supervision of the Town Administrator who outlines policy, makes some work assignments and evaluates work in terms of effectiveness and results.

Revision: January 29, 2016

### **Supervision Exercised:**

Provides general administrative supervisory functions such as reprimands, complaints, etc., in a timely and judicious manner.

### **Principal Duties & Responsibilities:**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- Advises Town officials and the public on personnel policy practices and problems;
- Assess Risk Management for the Town of Pelham;
- Attends such minor meetings and functions relating to the Human Resource function as a representative of the Town Administrator for the purpose of gathering information and making notes of those proceedings;
- Checks references of potential Town employees; performs orientation of new employees, including explaining benefits;
- Coordinates and facilitates through training sessions and workshops, etc., interdepartmental relations and teamwork;
- Counsels employees on employee rights and personnel matters;
- Develops and implements new and improved policies and procedures for review by the Town Administrator;
- Furnishes personnel services to Town departments;
- Keeps abreast of changes in legislation affecting labor laws and regulations and of decisions by arbitrators;
- Maintains confidential personnel records;
- Meets and confers with union representatives and arrives at understandings in accordance with policies set by the Board of Selectmen and Town Administrator;
- Plans, organizes and directs the Town's personnel programs which include position classification, salary and wage administration, recruitment and examination, labor relations, adherence to labor regulations including the EEO/ADA/FMLA/FLSA, and personnel record-keeping;
- Prepares employment verifications;
- Processes paperwork related to Worker's Compensation claims and Short-Term Disability and tracks the associated leaves;
- Assists Welfare Administrator with General Assistance applicants;
- Performs other related duties as required.

### **Qualifications & Skills:**

- Comprehensive knowledge of the purpose, techniques and problems of public personnel administration and their relationship to other areas of municipal administration;
- Thorough knowledge of labor law, rules and legislation; ability to plan, organize, and carry out personnel/Human Resource projects;
- Ability to collect and analyze data and make appropriate recommendations and reports;
- Ability to communicate effectively both orally and in writing;

- Ability to establish and maintain effective working relations with employees, supervisors, department heads, other Town officials and the general public.

**Minimum Qualifications & Skills Required:**

- Associates degree with specialization in business or public administration;
- Five years progressively, responsible experience of an administrative nature in public jurisdiction or private organization;
- Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Working Conditions**

The Human Resources Coordinator works in a highly confidential office environment and is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information with immediate response. Individual must handle supervisory functions such as reprimands, complaints, etc., in a timely and judicious manner.

**Licensure/Certification Requirements**

Justice of the Peace or Notary Public commission required.

**Physical Activity/Cognitive/Sensory Requirements:**

- May be regularly required to exert physical effort, e.g., lifting and carrying heavy materials (over 20 lbs.).
- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed/negotiated to meet the ongoing needs of the department and/or Town of Pelham.*