



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

Karen Meagher
Benefits Administrator

Cathy Trombley
Human Resources Aide

JOB POSTING

Dec. 2, 2015

HUMAN RESOURCES DIRECTOR

SUMMARY of DUTIES:

Develop and maintain a coherent and consistent human resources policy for all city employees.
Insure that civil service and appointed positions are formally documented; act as a labor service director in accordance with civil service regulations. Assure job descriptions written and recorded.
Develop and maintain a comprehensive recruitment, selection and appointment system for all new employees; and assure a comprehensive equal employment/affirmative action program;
Assure thorough recording and administration of employee benefit programs;
Monitor all collective bargaining agreements to insure compliance and consistency; assure compliance by management and employees with multiple Union contract obligations.
Maintain accurate and complete employee personnel files. Respond as allowed by law to legal and financial inquiries in regard to employment related information.
Develop and maintain a centralized employee HR Information system (i.e. sick, vacation, personal time) which will become the city record regarding employee, employment and benefits due;
Administration of claims made under MGL Ch. 41, ss. 100 & 111F (Police and Fire injured on duty).
Insure all payroll changes are in accordance with City policy, contractual obligations and law.
Assist managers in progressive discipline efforts and advise on appropriate course of action.
Assist the school dept. in human resources policy development; benefit administration and labor relations.
Perform other related duties as assigned by the mayor including but not limited to:
training; Employee Appreciation programs; and newsletter/relevant information distribution;
Provide management with advice on issues impacting employee and employer, e.g. FLSA, discrimination and harassment issues, FMLA, ACA; perform as ADA coordinator.

Minimum entrance requirements. Applicant must have a BA in HR Management, public admin. or related field. Applicant must have at least five years full-time supervising or managerial experience in business or public administration. Preferred qualifications: Master's in HR, public admin. or related field; knowledge of municipal laws and ordinances, civil service regulations and benefits management as well as labor law and is beneficial. Clear and competent interpersonal skill is required. Relevant education and experience will be considered.

Qualified applicants send resume and cover letter by 12/23/15 to Director of Human Resources, 24 Lowell St. Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE.