



**-Position Posting-**

**Director of Human Resources**  
**City of Meriden Connecticut**

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**The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Human Resources.**

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The City of Meriden has an immediate opening for the position of "Director of Human Resources". This is a senior level leadership position within the City of Meriden reporting to the City Manager. The Human Resources Department has a staff of four full time employees including the Director and is supplemented in certain areas with the use of outside consultants.

The position includes all traditional Human Resources functions and responsibilities in a municipality with an active workforce of 531 employees and eight collective bargaining agreements. The Department provides support to the BOE for wellness, non certified pensions, and workers compensation.

Salary range: \$100,000 – \$110,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

**Applications and resumes must be received or post-marked by Friday December 28, 2018.**

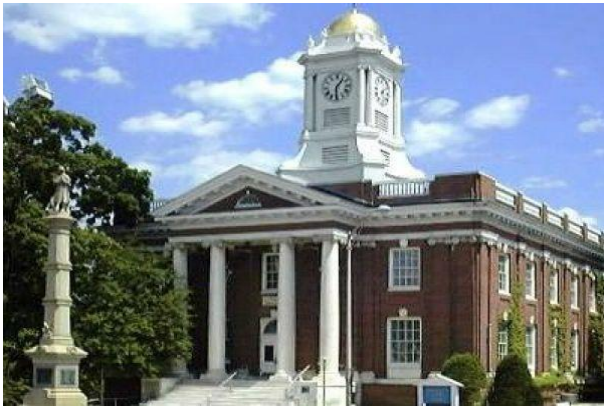
For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

## **-Community Background-**

**The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities. Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, two high schools, Hunter Memorial Golf Club (ranked in the top ten of public golf courses in CT), and a wonderful linear trail system. The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.**



**City Hall, Meriden CT**



**Castle Craig, Meriden CT**



## **Director of Human Resources**

### **Nature of Work**

A highly visible, responsible, administrative and technical public Human Resource role involving the direction of a municipal human resources program and City Charter. Plans, coordinates and directs the operations of the City of Meriden's Human Resources (HR) Department; provides advice, support and counsel to City management and staff for resolution of HR issues, interprets and administers policies and agreements, and manages assigned personnel. Work involves technical Human Resource activities, the recruitment and testing of new employees, maintenance of personnel records, affirmative action and equal opportunity compliance, employee training, and the maintenance of unionized salary systems.

### **Reports to:**

This position reports directly to the City Manager.

### **Examples of Work:**

- Under City policies and procedures, responsible for creating, recommending and administering the provisions of municipal Human Resources pre-employment screening of all job applicants, control of internal human resource transactions and position control
- Recommends to the City Manager, pursuant to Personnel Committee guidance and union collective bargaining agreements, changes in compensation, benefits and other conditions of employment
- Jurisdiction over the City third party administration for benefits, workers' compensation third party administrator, safety programs and City pension administration
- When assigned, negotiates employee collective bargaining contracts
- Interviews and administers examinations to job applicants; sources & creates position specific examinations
- Reviews salary increases, promotions and internal transactions by enforcing adherence to the budget
- Assists department heads in annual budgets by providing employee fiscal data
- Establishes and maintains employee records and compliant EEOC recordkeeping and Affirmative Action plans
- Administers safety, OSHA and compliance training programs.
- Conducts compensation surveys, job evaluation programs and makes recommendations on compensation compression to the City Manager
- Provides assistance in the interpretation and application of current union contracts
- Creates, manages and administers the City wide Wellness Benefit Program

### **Desirable Knowledge, Skills and Abilities**

- Advanced knowledge of multiple human resource disciplines including compensation practices, employee relations, diversity, recruiting, training, performance management, health insurance, Civil Service administration and federal and state labor laws/regulations
- Extensive knowledge of federal, state and local laws governing equal employment opportunity and civil rights, compensation, wage and hour issues, and labor relations
- Knowledge of HRIS systems and functionality and proficiency utilizing Microsoft Office programs (Outlook, Excel, Word and PowerPoint)
- Strong work ethic with demonstrated leadership skills, analytical and problem solving skills and a high degree of initiative and resourcefulness
- Strong project management and organizational skills and ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure

- High self-awareness, adept at conflict resolution and ability to quickly evaluate and accurately problem solve
- Ability to effectively and appropriately interact, develop and maintain cooperative working relationships with excellent verbal non-verbal and written communications as applicable for City Council, City management, business partners, employees and citizens
- Ability to maintain confidentiality at all times
- Ability to create, and present detailed presentations to City Council, senior leadership, employees or retirees
- Ability to conduct constructive counseling meetings and employee relations investigations as necessary to read the listener's body language and confirm if information shared is understood and properly received
- Ability to maintain excellent relations with staff to lead and develop an effective Human Resources Department team
- Ability to be strategic, creative and resourceful, to assist the City with implementing and monitoring citywide goals, strategies and policies
- Considerable knowledge of all City pension plans, deferred compensation plans, and methods of calculations
- Establishes and maintains effective working relationships with co-workers, retirees, lawyers, representatives of governmental and other agencies and the general public
- Performs other functions as may be designated by the City Manager and with City Council approval
- Knowledge of the principles, practices and methods of modern public personnel administration, including contract negotiations
- Some knowledge of municipal or other budget preparation
- Skill in the evaluation and testing of job applicants
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to plan and execute a centralized, coordinated personnel program covering employees in a wide variety of occupations

### **Desirable Experience and Training**

- Extensive experience in public human resources desired
- Bachelor's degree in business administration, public administration or related field 7 years of progressive municipal/ management experience in human resources within an organization of similar size
- Employee relations and/or leadership development, with heavy emphasis in employee relations and union environments
- SPHR, IPMA-SCP or related certification highly desirable
- Equivalent professional experience may be considered for substitution for the required degree on an exception basis