

CHESTERFIELD TOWNSHIP

CLASSIFICATION DESCRIPTION

Classification Title:	Director of Human Resources
Department:	Human Resources
Hiring Authority:	Township Supervisor with Board Approval
FLSA Status:	Exempt
Employment Relationship:	At-Will
Effective Date:	March 27, 2018

JOB SUMMARY:

This position is responsible for the overall administration, coordination and evaluation of the human resource and labor relations function for the Township; to plan and develop policies and procedures related to Township operations and needs; consults with Department Heads and Elected Officials regarding human resources needs; fulfills other duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Reviews and makes recommendations for improvement of the Township's policies, procedures and practices.

Assists in the planning and development of the proposed annual Township budget. Responsible for the development and administration of the approved Human Resources budget.

Plans and directs human resources and labor relations activities and operations.

Assists in managing risk management and safety activities.

Maintains responsibility for organizational compliance with Federal, State and local legislation pertaining to human resources matters.

Ensures compliance with policies and Labor Agreements established between the bargaining units and the Township.

Communicates changes in the organization's human resources policies and procedures.

Leads closed session discussions and other meetings to plan and develop strategies for labor contract negotiations with Elected Officials and the Finance Director.

Works cooperatively with Elected Officials and Department Heads to plan, develop and administer policies related to the Township's human resources and labor relations needs.

Acts a chief spokesperson for the Township bargaining team which includes Elected Officials and the Finance Director, for labor contract negotiations with bargaining units representing Township employees.

Works directly with the Finance Director in the development of costs and strategies related labor negotiations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued):

Manages and acts as the escalation point for grievances.

Directs the arbitration process with all involved parties.

Consults with legal counsel as appropriate, and acts as an advisor to the Township Supervisor on human resources and labor relations matters.

Recommends, evaluates and participates in staff development for the organization.

Oversees Human Resource Information System (HRIS) that meets the organization's human resources information needs.

Supervises the staff of the human resources department.

Operates an automobile while performing assigned job duties.

QUALIFICATIONS (Education and Experience):

REQUIRED:

A Bachelor Degree in Human Resources Management, Labor/Industrial Relations, Public Administration, Organizational Management, Criminal Justice, Psychology or a related field from an accredited college or university.

A minimum of five (5) years of human resources and/or labor relations experience.

Previous experience in the negotiation and administration of labor agreements

PREFERRED:

A Master Degree in Human Resource Management, Labor/Industrial Relations, Public Administration, Organizational Management, Business Administration or a related field or a Juris Doctor from an accredited law school.

Previous human resources and/or labor relations experience in the public sector.

Possession of professional certification(s) in the human resources and/or labor relations field.

SKILLS AND SPECIFICATIONS:

Knowledge of best practices in the area of human resources and labor relations.

Knowledge of public sector budgeting practices and techniques.

Ability to apply best practice budget, human resources and labor relations techniques.

Ability to prepare and present information to staff and the Township Board.

Ability to establish and maintain effective working relationships with Elected Officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Works in an office environment and uses a computer, telephone and other office equipment on a regular basis. The noise level in the work environment is typical of that of an office with frequent contact with customers.

May encounter frequent interruptions throughout the day.

Seeing (vision), sitting, talking/speaking, and listening/hearing are required.

Manual dexterity and regular fine finger and hand wrist motions are regularly required for operating a keyboard, writing and filing.

Is required to drive regularly and occasionally needs to lift up to 25 pounds.

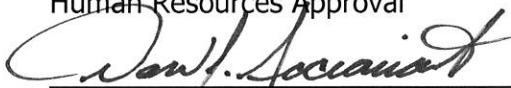
AUTHORIZATION:



Human Resources Approval

3-27-18

Date



Township Supervisor Approval

3.27.18

Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.