



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Classified Non-Union:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Finance	Personnel	Consolidated Human Resources Coordinator	CN- \$73,273.98-\$89,998.03

EDUCATION AND EXPERIENCE

- A bachelor's degree in human resources or management-related discipline. Human Resource certification or specific human resource related degree preferred.
- Minimum of five years' experience in an exempt human resources role with at least three years of supervisory human resource experience highly preferred. Experience in the public sector and in a unionized environment a plus
- Experience should include recruitment and hiring, compensation and benefits, human resource information systems, payroll administration compliance and legal understanding, and employee relations
- Experience collaborating with a broad range of individuals
- A valid driver's license in state of residence

PLEASE SEND A COVER LETTER, RESUME AND NECESSARY DOCUMENTATION (copy of diploma)
VIA EMAIL TO
HR@PAWTUCKETRI.COM

****Job Specifications are posted below for your review****
Candidates must meet minimum qualifications as stated in job description.

Claire A. Laird
Claire Laird
Personnel Aide

Application Period: April 26, 2018 – Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET Job Description

Job Title: Consolidated Human Resources Coordinator
Department: Personnel
Reports To: Director of Human Resources
Grade Level: Classified Grade X20 (\$73,273.98 - \$\$89,998.03)
Prepared By: Director of Human Resources
Prepared Date: January 31, 2018
Approved By: Director of Human Resources
Approved Date: February 5, 2018
FLSA Status: Exempt

SUMMARY

The Consolidated Human Resource Coordinator provides oversight and coordination of recruitment and employment (including equal employment opportunity), compensation and benefits administration (including workers compensation and unemployment compensation), employee recordkeeping and reporting, creation and maintenance of HR standard operating procedures and payroll. The position also assists the Director of Human Resources with employee relations and labor relations as needed, training and development, performance management, employee events, and human resource policy development and execution. Works under the general supervision of the Director, according to the applicable provisions of Federal, State and Municipal laws and departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes, but is not limited to, the following:

- Supervises non-exempt human resources staff.
- Participates in the development of department goals and objectives.
- Maintenance of human resources office standard operating procedures and administration of human resources policies.
- Administration of employment benefit programs, including but not limited to; healthcare and dental plans, retirement plans, paid-time-off plans, workers compensation, unemployment compensation and leaves of absence, including but not limited to FMLA.

- Manages recruitment, hiring and internal job posting programs, plans and conducts new employee orientation. Manages employee separation process, including exit interviews and documentation.
- Organizes and maintains human resource records and information systems, including paper and electronic records and systems.
- Creates and submits, as needed, human resource reports, including employee benefit, safety and equal employment opportunity reports.
- Administers performance management programs.
- Represents the City, as needed, at administrative hearings including unemployment compensation and worker's compensation hearings.
- Serves as a point of contact for employee relations issues including discrimination or harassment complaints and policy interpretation questions, and, as needed, assists the Director in the investigation of such complaints or questions.
- Assures compliance with applicable human resource and employment laws and regulations.
- Administers and assists in the development of employee events, training and development programs, wellness programs, employee recognition, and employee relations programs.
- Communicates human resources policies and procedures, and other related information to staff, as required.
- Assists the Director with labor relations, grievances, training and development, and human resource policy issues, as needed.
- Meets with and provides requested information to the Pawtucket Personnel Board as needed.
- Performs general administrative duties as requested.
- Other duties as assigned

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills Include:

- Thorough knowledge of human resource management principles and practices.
- Working knowledge of municipal, state and federal laws affecting personnel management, payroll/compensation and employee benefits. Knowledge of Rhode Island and federal retention procedures and applicable laws.
- Excellent organizational, interpersonal and leadership skills.
- Outstanding communication and interpersonal skills.
- Ability to work in a fast paced and changing environment.
- Excellent computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with Access and human resource information systems, such as Munis or a similar enterprise software products or applications.
- Independent judgment and initiative in planning, organizing, and supervising human resource functions in compliance with city policies and protocols, and state, Federal and local laws.
- A strong work ethic and commitment to ethical management
- Ability to work a flexible and at times an extended work week, including evening or weekend meetings, as needed.

EDUCATION and/or EXPERIENCE

- A bachelor's degree in human resources or management-related discipline. Human Resource certification or specific human resource related degree preferred.
- Minimum of five years' experience in an exempt human resources role with at least three years of supervisory human resource experience highly preferred. Experience in the public sector and in a unionized environment a plus.
- Experience should include recruitment and hiring, compensation and benefits, human resource information systems, payroll administration compliance and legal understanding, and employee relations.

- Experience collaborating with a broad range of individuals.
- Because of the need to travel between work locations within the City of Pawtucket and to meeting venues inside and outside of the City, the successful candidate must have his or her own means of motor vehicle transportation and a valid driver's license in state of residence.

LANGUAGE SKILLS

- Ability to speak, read and write English fluently. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, media, constituents, and the general public. Must be able to clearly and effectively communicate with all stakeholder groups on topics of varying complexity.
- Bi-lingual speaking a plus.

MATHEMATICAL SKILLS

Excellent math skills required, including the ability to analyze and interpret statistics, calculate figures and amounts such as percentages, and analyze and project budgetary effects of policy decisions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License
 Human Resource Certification preferred
 Must successfully pass a criminal background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.