



City of Barre, Vermont

6 N. Main St., Suite 2
Barre, VT 05641
www.barrecity.org

R. Nicolas Storellicastro
City Manager
(802) 476-0241
citymanager@barrecity.org

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Organization: City of Barre, Vermont, USA
Position Title: Human Resources Administrator
Department: City Manager's Office
Supervisor: Assistant City Manager
Status: Exempt
Salary: \$85,000 per year, commensurate with experience

How to Apply

Send a resume to citymanager@barrecity.org or mail it to:
Nicolas Storellicastro
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Barre, VT 05641

Review of applications will begin on September 2, 2024 and will continue on a rolling basis until the position is filled.

Summary / Objective

The Human Resources Administrator oversees the direction, planning, coordination, administration and evaluation of the human resources function at the City of Barre. The City has approximately 100 full-time and seasonal staff in various locations and facilities, with four collective bargaining units, and non-union staff. The Administrator is responsible for developing and ensuring effective implementation of plans, systems, policies and processes for workforce planning, talent acquisition, talent management and development, employee engagement, legal compliance and recordkeeping, employee relations, and compensation and benefits. This position requires a strategic partner to the City Manager and Assistant City Manager who is collaborative, follows through on projects and tasks, is responsive to organizational needs.

Essential Functions

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

- Plans, organizes, and leads research, review, development, and implementation of new or updated personnel policies and procedures, employee handbooks, and other employee communications;
- Evaluates, interprets, and communicates information and/or recommendations to the City Manager and Assistant City Manager on topics related to personnel policies, established practices and procedures, and labor contracts;
- Administer all staff benefit plans (health, dental, life and short-term disability insurance and retirement plans) and respond to questions from employees;
- Responsible for the property casualty and workers compensation insurance to include annual renewals, claims filing and support, staff support and review of claims and coverages;
- Assist the Assistant City Manager in annual personnel budgeting;
- Maintains employee records;
- Designated employer representative for the CDL random drug and alcohol testing program;
- Oversees the creation, development, and maintenance of Safety and Health programs to include OSHA and MSHA required programs;

- Prioritizes and implements aggressive techniques to fill vacancies;
- Manages and provides general administration of labor contracts;
- Conducts investigations and makes recommendations pertaining to allegations of misconduct or employee grievances, and manages performance issues up to and including administering discipline and assisting with terminations;
- Assists Department Heads and supervisors with evaluation of employee performance, and supports efforts to provide consistent and timely performance feedback and coaching to City staff;
- Identifies and coordinates training or development activities as needed to enhance employees' effectiveness;
- Oversees the creation, development, and maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of human resources operations;
- Monitors, reports, interprets, communicates and implements changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the HR department operation;
- Provides training to staff on various topics, including but not limited to benefits, policies, procedures, supervisor training; and
- Assist the City Manager or Assistant City Manager with the hiring and termination process to ensure compliance with state and federal regulations.

Necessary Knowledge, Skills and Abilities

- Expert knowledge of modern principles, methods, and practices in HR, including but not limited to principles and practices of management as applied to supervision, training, recruitment, performance evaluations, program planning, and staff development.
- Strong comprehension of state and federal regulations as they pertain to staffing, including but not limited to FMLA, FLSA, ERISA, ADA, PFMLA, Social Security, and Labor Law.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment;
- Responsive to calls, text messages, and emails;
- Proficient knowledge of the principles and application of public sector collective bargaining;
- Ability to remain open to new ideas and approaches, managing and influencing change, solving problems and making decisions, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, and understanding and navigating the organization;
- Expert troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance;
- Proficient Skills in Microsoft Suite (Word, Excel, PowerPoint), Outlook, and the ability learn and develop proficient skills in other City software;
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information;
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.
- Ability to work extended hours, including occasionally weekends and holidays as required;
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public;

Qualifications

Education and Experience

- Bachelor degree in Human Resources or a related field preferred.
- Five years of direct Human Resources experience.
- SHRM or HRCI certification preferred
- Candidates with any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job are encouraged to apply.

Candidate must be able to pass any required pre-employment screenings and have a valid Driver's License.

Competencies

- Must have demonstrated management and civil service skills and understanding.
- Must have valid Driver License.
- Candidate must be able to pass any required pre-employment screenings.

Supervisory Responsibilities

This position has no direct supervisory responsibility.

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.

The person in this position must be able to

- Spend the following amount of time in an activity:
 - constantly: talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
 - frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
 - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- Carry or transport items:
 - frequently: up to 10 pounds, and
 - occasionally: between 11 and 50 pounds.
- Have close vision (1- 20 inches) and have the ability to adjust focus.

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.

- Work may be performed in the following environmental conditions:
 - constantly: in an office environment, and
 - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office setting.

Position Type / Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours are Monday through Friday, 7:30AM to 4:30PM. However, this position requires the ability to work occasional nights, weekends, and/or holidays to respond to emergency situations and/or fulfill the duties of the position.

Travel

Local travel may be required between facilities, job sites, and/or to recruitment events may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization / Security Clearance (If applicable)

Must be authorized to legally work in the United States and get to and from work on a consistent basis.

AAP / EEO Statement

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, the City of Barre complies with applicable state and local laws governing non-discrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre’s employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

City Manager_____

Assistant City Manager_____

Human Resources_____

Employee’s signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date_____

Employee Name_____