



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

PLEASE POST IMMEDIATELY

DATE: September 22, 2022

To: All Interested Parties

FROM: Human Resources

SUBJECT: Available Position – Human Resources Director

The City of Englewood is seeking a Full-Time Human Resources Director. This is a supervisory role with two direct reports. This is an on-site role in Englewood, NJ, M-F, 9-5. Under the direction of the City Manager, performs the work involved in the varied personnel functions and transactions of the municipality. Assists the City Manager in conducting the functions and duties of the Human Resources Department with respect to administering City, State and Federal personnel ordinances, regulations and policies. Advises the City Manager and operating departments with respect to personnel matters. Performs other related personnel administration services as the City Manager directs.

Salary: Commensurate with qualifications and experience. Applicants requested to cite desired salary

Benefits: Position is eligible for full benefits, including paid time-off and holidays

Applying: Submit Cover Letter, Resume, and Salary Requirements (include Human Resources in subject line) to: ReplyHRD@cityofenglewood.org

Closing Date: Responses accepted until the employer fills the position

A complete job description is hereto attached.



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DIRECTOR OF HUMAN RESOURCES

DEFINITION:

Under the direction of the City Manager, performs the work involved in the various personnel functions and transactions of the municipality. Assists the City Manager, or his/her designee, in conducting the functions and duties of the Human Resources Department with respect to administering City, State and Federal personnel ordinances, regulations and policies. Advises the City Manager and City Council with respect to personnel matters. Performs other related personnel administration services as the City Manager directs.

DUTIES AND RESPONSIBILITIES:

Assists the City Manager in planning, organizing, and conducting the hiring, promotional and disciplinary processes for City departments and agencies (excluding the Public Library & Health Department)

Supervises and assigns work to employees of the Human Resources Department

Manages and maintains a municipal employee database

Assists Department Heads and supervisors by enabling the effective application of policies and procedures in the recruiting, hiring, firing, promoting, evaluation and disciplining of subordinates

Serves on the labor contract negotiating team for the City; assembles and provides necessary data and information for use in such negotiations as needed

Oversees the conduct of entrance examinations for police officer and firefighter positions in order to maintain a list of qualified candidates

Oversees the City's insurance programs and worker compensation coverage

Serves as the liaison between the City and federal or state agencies regarding municipal personnel matters as directed by the City Manager

Prepares and administers the annual operating and capital budget for the Department

Maintains the personnel records of City employees in accordance with best management practices

Serves as Employee Assistance Program Director

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Provides guidance to the City Manager and Departments on the development and training of municipal employees

EXAMPLES OF WORK:

Administers the City's personnel policies in accordance with collective negotiation agreements covering City employees

Administers and applies the provisions of the City's Personnel Manual covering City employees

Administers the submission, review and resolution of grievance disputes

Conducts field and in-house investigations on complaints, grievances and other personnel matters as needed

Assists Departments with preparing for interviews of applicants for municipal positions

Develops and maintains a process for the on-boarding and orientation of new employees

Prepares reports and correspondence associated with personnel activities

Establishes and insures that plans for in-service training of staff members are achieved

Provides guidance to employees on processing special leaves, retirement and pensions

Refers employees with substance abuse problems to proper agencies

Reviews, plans and administers various protection and benefit programs that may be of interest to employees

May serve as the City's representative to Municipal Joint Insurance Fund.

Reviews and recommends changes and modifications, where necessary or advisable, in the classification and compensation plans for City employees.

Represents the appointing authority at personnel planning and program meetings within the jurisdiction

Prepares reports containing findings, conclusions, and recommendations

Directs the establishment and maintenance of records and files

QUALIFICATIONS:

Knowledge of methods employed in collecting and analyzing factual information, drawing sound conclusions, and recommending appropriate actions.

Ability to collaborate harmoniously with officials, managers, subordinates and elected representatives

Knowledge of federal, state, local agencies, public/private groups, and unions that have an impact on employment statutes, rules and regulations

Ability to prepare sound, accurate reports containing findings, conclusions, and recommendations to assist the City Manager with decision-making regarding personnel matters

Ability to present an accurate appraisal of the effectiveness of municipal employment functions

Ability to manage and maintain confidentiality to protect employees' personal privacy

Ability to assemble statistical and other materials required for reports

Ability to supervise and assign work to subordinates

Ability to utilize software applications and several types of electronic information systems used by the municipality

EDUCATION:

Graduation from an accredited college or university with a bachelor's degree in a program with demonstrated management training related to Human Resources, Public Administration, or Business Administration

EXPERIENCE:

Five years' management experience in personnel/human resources work in the public sector with additional supervisory skills

NOTE: Applicants who do not possess the required education or experience may substitute a Master's degree or additional work experience supported by written evidence of training and/or professional development certification in the field of Human Resources Management in the public or private sector and recommending appropriate actions.

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