

HELP WANTED: City of New Bedford is hiring for a Director of Human Resources

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related

subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO