



TOWN OF ELKTON JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

Department:	Human Resources Department
Reports to:	Town Administrator
Classification:	Full-time / Exempt
Pay Range:	Non-graded

Date: July 28, 2021

JOB SUMMARY

The Director of Human Resources is a professional position that is responsible for planning, coordinating and directing the operations of the Human Resources Department and for providing Human Resources leadership, guidance and support to management and staff. This position is a working manager with a generalist background who provides oversight and performance of daily activities relating to employee recruitment, staffing, orientation, and retention; training and development; administration of Town Human Resources policies and procedures; employee and labor relations; employee benefit, leave and recognition programs; job description development, compensation systems and salary administration; performance management; employee recordkeeping; employment law compliance, reporting and risk management; safety/health programs; internal department audits, and other Human Resources services relating to and in support of the Town's other operating departments and Town leadership. Supervises the Human Resources Specialist and reports to the Town Administrator on all Human Resources matters. Works a standard schedule of 8:00 am to 4:30 pm, Monday through Friday, with occasional work time outside of normal business hours to attend various meetings.

ESSENTIAL FUNCTIONS

1. Supervises and evaluates the work activities of the Human Resources Specialist and conducts performance assessments on a regular basis. Monitors the work of any assistants to the Human Resources Department.
2. Directs the daily operations of the Human Resources Department, providing recruitment, staffing, background checks, credential verification, orientation, training, benefits, salary administration, and other employment services for all employees, including those of the Elkton Police Department, Administration, Finance, Parks & Recreation, Public Works, Building & Zoning, and Planning. Works with department management to evaluate departmental staffing needs.
3. Manages the internal posting and external advertising programs to fill position vacancies and promotes diversity in recruitment efforts.
4. Interprets, administers, updates, and communicates Town of Elkton Human Resources policies and procedures to all managers and employees. Maintains Employee Handbook.
5. Designs, develops, reviews and maintains effective and appropriate job descriptions for all Town operating departments and administers in accordance with staffing needs.

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6. Manages the Town's compensation program, conducts salary surveys to ensure market competitiveness, and recommends pay rates to ensure internal equity. Monitors minimum wage compliance. Oversees reporting of employment information, pay rate and benefit changes to Finance Department.
7. Manages the Town's performance appraisal program and monitors compliance.
8. Maintains an open-door policy and promotes regular departmental communications with employees and management from all departments within the Town, staying apprised of issues.
9. Serves as a liaison and provides employee and labor relations advice and counseling to management and employees. Supports management with disciplinary documentation and meetings.
10. Provides orientation training and support to other department directors and supervisors in areas that include hiring, firing, documentation, evaluations, privacy, FMLA, EEO, workplace safety, anti-harassment, non-discrimination, supervisory/ leadership skills.
11. Oversees new employee orientations, conducts exit interview/benefit meetings and makes assessments related to retention of employees. Apprises management of employee feedback.
12. Oversees responses to employment verifications and PIA requests.
13. Stays apprised of updates to Federal and State employment laws and other agencies such as the Department of Labor, National Labor Relations Board, Equal Employment Opportunity Commission, etc.
14. Conducts investigations to resolve internal complaints. Administers grievance procedures and works with legal counsel to prepare responses to charges.
15. Develops and updates Town of Elkton safety/health policies and procedures, implements risk management and workers' compensation cost containment measures, and produces required reports as mandated by OSHA, MOSH, and any other mandates. Serves as Chairperson of the Town's Safety Committee.
16. Coordinates the Town's drug and alcohol testing program for DOT/non-DOT drivers and in accordance with the Town of Elkton policy.
17. Serves as benefits manager for the Town's group health, vision, dental, life, and disability plans; COBRA administration; retirement plans, employee assistance programs, and all other benefits. Regularly evaluates plan designs and works with brokers to aggressively negotiate insurance rates. Oversees reporting of enrollment changes to third party provider.

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18. Manages leave of absence programs and benefits and FMLA administration. Oversees the Sick Leave Donation program and Sick Leave Buyback program.
19. Oversees the employee recognition programs including service milestone recognition and Employee of the Quarter Award Program.
20. Represents the Town of Elkton on various committees and task forces with outside agencies and maintains a network with other public human resources professionals.
21. Represents the Town in unemployment hearings, workers' compensation hearings, and meetings concerning employment issues.
22. Researches documentation and assists with drafting replies to the EEOC, informing and consulting with legal counsel.
23. Maintains a legally compliant employee file system including a PMI (personal medical information) file. Monitors and controls access to files. Performs file audits to monitor for completeness of employee paperwork.
24. Develops and oversees the department budget and prepares and submits all budget requests and expenditures.
25. Performs periodic audits of timekeeping procedures to monitor and maintain compliance with Fair Labor Standards Act; recommends improvement methods and/or changes as deemed warranted.
26. Conducts internal audits of Human Resources compliance activities. Oversees completion of mandatory compliance reporting and notices including ACA 1094-C/1095-C, SBC's, Medicare D notices, CMMS Report, Maryland New Hire Registry, EEO-4, Employment Law Posting Notices, Section 125 Reporting, and other labor reports and surveys.
27. Represents the Town in collective bargaining meetings, providing an overview of contract negotiations and comparative contract agreements of competitive agencies to the Town Administrator and the Board of the Mayor and Commissioners.

ADDITIONAL RESPONSIBILITIES

1. Provides back up coverage for the Human Resources Specialist.
2. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain professional, positive and effective working relationships with internal/external customers to include Town managers and employees, staff from other agencies, elected officials, public, and vendors.
- Ability to serve as a liaison between employees and management on human resources issues.
- Ability to communicate ideas effectively, both verbally and in writing.
- Excellent telephone and oral communication skills.
- Effective written communication proficiency with excellent spelling and grammar. Attention to detail in composing, typing and proofing materials.
- Must be able to gather and analyze information skillfully and perform accurate mathematical calculations.
- Ability to manage multiple tasks/projects simultaneously, meet time deadlines, organize workload and establish priorities with minimal supervision.
- Detail oriented and highly organized; high initiative and problem-solving ability; thorough follow-up/follow-through ability.
- Thorough knowledge of applicable federal, state, and other employment laws and regulations. Expert knowledge of principles and best practices of the development, implementation, and administration of human resources policies, procedures, and programs.
- Ability to develop and monitor a budget.
- Ability to prepare accurate and effective reports as necessary or required by agencies, the Board, or Town Administrator.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Ability to operate most standard office equipment and computer systems. Proficient in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Maintains a valid driver's license and good driving record. Ability to perform occasional business-related travel.
- Willingness/ability to work hours outside of regular work schedule to meet business needs.

- Physical requirements that include typical office environment. Sitting for extended periods of time. Occasionally required to stand, walk, and reach with arms and hands. Ability to lift files, open filing cabinets and bend, stoop or kneel as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Performing telephone and/or computer work for extended periods of time. Vision abilities required by this job include close vision.
- Ability to pass physical exams, drug screens, and background checks.

TRAINING, EDUCATION AND EXPERIENCE

1. Bachelor's degree in human resources, business management, or a related field.
2. At least 8-10 years of progressive experience in the human resources field with hands-on experience in handling most functional areas of human resources with a demonstrated servant leadership philosophy and strong customer service orientation. Public employer and labor relations experience a plus.
3. Minimum 5 years of human resources experience at the manager/director level.

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4. Possess current professional certification(s) in the field of human resources (e.g., PHR, SHRM-CP).
5. An acceptable combination of education, training and experience.
6. Strong working knowledge of federal and state of Maryland employment laws, welfare benefit plan regulatory compliance, and employee relations best practices, including wage and hour, Title VII, HIPAA, COBRA, FMLA, Section 125, etc.
7. Experience with human resources benefits/information systems and payroll systems.

RESERVATION OF RIGHTS

The Town of Elkton reserves the right to amend and/or otherwise change the provisions, wording or any information included in this job description at any time, not inconsistent with law. The position of Director of Human Resources is “at will” and acceptance of this position does not represent an expressed or implied contract of employment for any duration.

CAREER OPPORTUNITY - DIRECTOR OF HUMAN RESOURCES FOR THE TOWN OF ELKTON

THE TOWN OF ELKTON IS SEEKING CANDIDATES FOR THE EXCITING AND CHALLENGING POSITION OF DIRECTOR, DEPARTMENT OF HUMAN RESOURCES, AND QUALIFIED CANDIDATES SHOULD SUBMIT RESUMES TO:

**TOWN OF ELKTON
ATTN: LEWIS GEORGE, TOWN ADMINISTRATOR
P. O. BOX 157
ELKTON, MARYLAND 21922-0157**

RESUMES SHOULD BE FOCUSED ON THE CANDIDATE’S EDUCATION, EXPERIENCE, MEMBERSHIP IN THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM), ALONG WITH A CLEAR AND CONCISE DESCRIPTION OF HOW THE CANDIDATE WOULD SUCCESSFULLY JOIN A SMALL MUNICIPAL GOVERNMENT TEAM. COVER LETTER SHOULD INCLUDE SALARY REQUIREMENT.

**LEWIS GEORGE,
TOWN ADMINISTRATOR**