

PERSONNEL DIRECTOR LYNN, MASSACHUSETTS

Lynn is the 9th largest municipality in Massachusetts and the largest city in Essex County with a population of over 90,000 in 13.5 square miles. Situated on the Atlantic Ocean, approximately 10 miles north of downtown Boston, Lynn is part of Greater Boston's urban inner core and was an early colonial settlement and industrial center. Today, the city is known for its contemporary public art, a diverse population, historic architecture, downtown cultural district, and public parks and open spaces, which include the oceanfront Lynn Shore Reservation; the 2,200-acre, Frederick Law Olmsted-designed Lynn Woods Reservation; and the High Rock Tower Reservation. Lynn is home to the southernmost portion of the Essex Coastal Scenic Byway, Lynn Heritage State Park, and the National Register-listed Diamond Historic District. More recently, the renovation and adaptive reuse of downtown historic structures, together with new construction and strong state support has launched a fresh revitalization of Lynn.

GOVERNANCE

The City is governed by a directly elected Mayor and City Council. The Mayor serves 4-year terms and the Council serves two-year terms. The Council consists of eleven members. The school district is a part of the municipality, although the elected School Committee has autonomy in educational policy and hiring and related matters. The current Mayor was elected to his first term in November 2017. Previously he served twenty-three years in the Massachusetts House of Representatives and Senate. The Mayor is the Chair of the School Committee.

PERSONNEL DIRECTOR AND DEPARTMENT

The Personnel Director position was established in Lynn's City Charter. The Mayor will appoint the Personnel Director with the intention of bringing a fresh eye and new expertise to Lynn's human resources and will be able to play a leadership role as a senior member of the Mayor's staff. The Personnel Director is appointed by the Mayor and requires confirmation by the City Council. Residency will be required within six months of employment. City Ordinance and other pertinent information may be found on the on the Collins Center website: www.umb.edu/cpm.

The Personnel Department is currently comprised of three positions, the director and two administrative staff. The City has nearly 600 employees and seven collective bargaining units. The Personnel Director is responsible for the development and administration of city-wide human resources including recruitment, equal opportunity employment, labor relations, leave administration, training and the classification and compensation of positions as well as the administration of personnel policy and functions.

CHALLENGES

Establishing a human resources approach to the Personnel Department. Expectations are high that the Personnel Director will help establish an organizational climate that fosters continuous improvement in City's approach to human resources.

Earning the respect and support of subordinates, peers and key opinion leaders. The Personnel Director will have extensive interaction with key players in the municipal organization. The Personnel Director will need to quickly demonstrate a high level of competence and professionalism to earn the respect and confidence of the City's leadership and staff. This is not a learning position.

Forging a relationship with the top management of the School Department. The Personnel Director will need to establish a strong working relationship with the School Department to foster a cooperative relationship on human resource matters such as benefit administration and workers compensation.

Working towards centralizing key human resource functions. Currently, the Personnel Department does not perform the functions of benefits administration and payroll. However, the City would like to review the potential of moving those functions to the human resources department. The Personnel Director will need to evaluate such a migration and make recommendations.

THE IDEAL CANDIDATE

The ideal candidate will be a professionally seasoned manager with well-developed human resource skills who has a demonstrated record of effectiveness.

The Ideal Candidate needs to be

- An experienced human resource professional, preferably in the public sector, with experience in recruitment, collective bargaining, employee relations and Civil Service administration;
- An individual with unquestioned integrity in interactions with stakeholders, staff at all levels and the public;
- Able to help the Mayor and Council understand the short and long term human resource goals;
- Able to establish a culture of continuous improvement in human resource management at all levels of the organization.
- Able to function as an accessible and effective organizational leader in a complex urban environment characterized by limited resources, high service demand and a multi-cultural environment.

QUALIFICATIONS and DUTIES

The ideal candidate will have a bachelor's degree and the experience typically gained through a master's degree program in a relevant field and at least five to seven years of human resource experience, preferably in the public sector and in an urban context. Human resource

management and the ability to build and foster a cohesive team are strengths vital to this position, as is the ability to develop and maintain positive professional relationships with city officials and stakeholders. The successful candidate must have demonstrated a real affinity for working across the leadership spectrum in a highly urban context and on behalf of a widely diverse citizenry.

Statement of Duties

Responsible for the development and administration of city-wide human resources including recruitment, equal opportunity employment, labor relations, leave administration, training and the classification and compensation of positions as well as the administration of personnel policy and functions.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manages and participates in the development and provision of all human resource services including recruitment, compensation, classification, training, labor relations, leave administration, benefit administration, and policy administration and implementation;

Establish uniform personnel policies and ensures that the City complies with all local, state and federal human resource laws, rules and regulations including ADA, civil rights and FLSA;

Manages the recruitment and selection process for all positions, working with appointing authorities, to ensure outreach, equal opportunity, and compliance with federal and state laws;

Manages the Civil Service process working with appointing authorities and serves as liaison to the Massachusetts Human Resources Division;

Oversees the onboarding and orientation of new employees.

Propose and maintain a uniform classification system for municipal positions; maintains accurate position descriptions and reviews classifications and compensation plans.

Oversee the maintenance of individual personnel records of all city employees; Ensures personnel records are maintained in accordance with state and federal regulations.

Provide advice and assistance to the mayor, department heads, supervisors and elected and appointed officials on all human resources matters, including benefits, position classifications, pay administration, recruitment and placement, employee relations,

performance evaluation, disciplinary action, workers compensation, employee grievances and employee training;

Standardize forms and records to be used in the city's personnel administration program other than those forms and records whose format is regulated by statute or by state agency;

Develop safety programs for employees as required by and in accordance with, state and federal laws;

Serve as the City's Diversity Officer, promotes the City in outreach efforts and serves as liaison with community groups and leaders on matters of diversity.

Represents the City in the negotiation of collective bargaining agreements; conducts independent research as required.

Oversees the administration of employee workers compensation services.

Coordinates Employee Assistance Programs.

Develops and implements a wide range of employee training programs, including programs offered through attorneys, insurance companies, employee assistance programs and other customized workshops.

Reviews benefits such as EAP, leave and insurances to ensure a universal approach for all employees.

Oversees the administration of employee unemployment services.

Conducts employee personnel grievances at the third step of grievances.

Have such other powers and duties as the mayor and the city council shall direct in a detailed position description recommended by the Mayor and approved by the city council.

Supervision Required

Under administrative direction of the Mayor, works from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for department results. The Personnel Director consults with Mayor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The Personnel Director is also expected to resolve conflicts that arise and coordinate with others as necessary.

Supervisory Responsibility

Responsible for the direct supervision of the department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control for the department, and supervises all assigned employees. The Personnel Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals.

Nature and Purpose of Relationship

Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The Personnel Director must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

Confidentiality

Employee has access to city-wide confidential information including collective bargaining, law suits, medical and employee records.

Knowledge, Abilities and Skill

Knowledge: Knowledge of local, state and federal personnel laws and regulations pertaining to municipal employees; knowledge of city department operations and services. Knowledge of accepted human resources practices and procedures regarding the classification of positions and compensation of employees. Knowledge of civil rights and discriminatory laws and regulations. Knowledge of worker's compensation regulations and employee benefits.

Abilities: Ability to supervise employees; ability to develop, implement and monitor the effectiveness of a wide range of personnel services. Ability to work effectively with confidential information. Ability to work effectively with disgruntled employees.

Skill: Excellent work ethic. Excellent written and oral communication skills. Excellent personal computer hardware and software programs including word processing and spread sheet applications.

Work Environment

The work environment is a typical office setting. Employee is required to work beyond normal business hours to attend evening meetings.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Limited physical skills required to perform the work. Employee is required to lift, push or pull office equipment or supplies up to 30 lbs.

Motor Skills: Duties require motor skills for activities such as moving objects, operating a telephone, personal computer and other office equipment.

Visual Skills: Employee is required to read documents for general understanding and analytical purposes.

SELECTION PROCESS

The Collins Center staff will work with a screening committee who will assess applications, conduct preliminary interviews and recommend candidates for interview by the Mayor.

COMPENSATION

The anticipated compensation package for this position includes a base pay within the range of \$87,596 to \$109,495, with the potential for longevity pay for public service. The City has an excellent benefit package. Residency is required within six months of employment.

APPLICATION PROCEDURE

Please send your resume with a cover letter addressing the job requirements to this email address: umbrecruitment@gmail.com. The words Lynn PD and the candidates LAST NAME must appear in the subject line. Please combine all your documents in a single file and kindly use PDF format if possible. Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Mary Aicardi at 508-215-8992. Review of resumes will begin January 30, 2019.

The Edward J. Collins, Jr. Center for Public Management is dedicated to improving efficiency, effectiveness, governance, and accountability at all levels of government, with a particular focus on state and local government. Since its establishment by the state legislature in July 2008, the staff of practitioners in this UMass Boston-based center have provided a comprehensive set of services to scores of Massachusetts cities, towns, school districts, and state agencies, as well as to a growing number of municipalities in other states.