



# JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

## DIRECTOR OF HUMAN RESOURCES

Salary: \$80,000

Closed Examination # 1887

Open Examination # 1888

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**GENERAL DESCRIPTION:** This is a highly responsible personnel and labor relations position involving critical administration of municipal functions, including directing and developing consistent implementation of a municipality's classified service plan, labor relations, pension and benefits programs and human resource policies and practices. Responsible for difficult technical personnel and labor relations decisions and requires considerable knowledge, skill and ability in all phases of personnel and labor relations administration, particularly as it relates to the public sector.

### **ESSENTIAL JOB FUNCTIONS:**

- Develops, recommends and directs all activities of the municipal and public utilities personnel program prescribed by the City Charter.
- Identifies needs and recommends revising or developing new programs in the functional areas of employee selection and placement, classification and compensation, employee orientation, training, employee relations and discipline, record keeping, research and evaluation.
- Acts as the City's chief negotiator for collective bargaining and directs the administration of the City's labor relations activities. Interprets contract language and advises department heads accordingly.
- Attends meetings and provides administrative assistance to the municipality's Personnel & Pension Board. Supervises a small staff of professional and clerical employees.
- Ensures compliance with all EEO regulations and serves as the City's Affirmative Action Officer.
- Testifies in court at arbitration hearings regarding the municipality's policies, practices and procedures.
- Prepares department operating budget, controls expenditures within fund allocations and defends budget requests.
- Counsels department employees, directs training, interviews and appoints job candidates, conducts employee performance reviews.

### **NOTE: THIS IS AN ABBREVIATED ANNOUNCEMENT.**

*Copies of the complete job description are available in the City Manager's Office.*

**QUALIFICATIONS:** A bachelor's degree in human resource administration, industrial relations, or public administration or a closely related field from a recognized college or university, plus ten years of progressively responsible experience in private or public personnel administration, including three years collective bargaining experience, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

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Apply before **4:30 p.m., Friday, February 26, 2010**, to the City Manager's Department, City Hall, 100 Broadway, Room 219, Norwich, CT 06360. **In order to be considered, applicants must demonstrate on their application that they meet the minimum qualifications as stated in the job announcement.** To obtain an employment application, visit our website at [www.norwichct.org](http://www.norwichct.org).

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**For questions or additional information, call (860) 823-3750**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**