

July 1, 2011

Pursuant to the provisions of the Methuen Municipal Code, §6-24, the Mayor announces the following vacancy:

Title of Position: Human Resource Director/Assistant City Solicitor

Status of Position: Permanent Full Time

Statement of Duties

The holder of this position will have the following duties and responsibilities:

- 1) Establish and maintain with confidentiality as required by law the employee records files including employee materials and health records in accordance with HIPPA laws.
- 2) Coordinate with and manage the civil service hiring process under Massachusetts Law. Said duties including the filing of all documents with and providing information to the Civil Service Commission, EEOC and applicable agencies.
- 3) Design and submit to the executive for approval and distribution human resources policies, procedures and programs. Coordinate and distribute all employment policies, procedures and programs to the departmental officers and employees as legally required.
- 4) Conduct and oversee training of employees on issues including ADA, FMLA, Mass. FMLA, MCAD, Civil Service ERISA, HIPA, COBRA, EEOC, and other employment related regulations.
- 5) Oversee departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.
- 6) Participate in collective bargaining as directed by the Mayor.
- 7) Manage recruiting and staffing logistics.
- 8) Oversee performance management and improvement systems.
- 9) Handle organization development.
- 10) Conduct and manage employment issues including internal inquiries of complaints and ensuring city government compliance with regulatory concerns and reporting.
- 11) Conduct employee orientation, development, and training.
- 12) Oversee employee relations.
- 13) Manage employee communication.
- 14) Manage employee safety, welfare, wellness and health; and
- 15) Manage employee services and counseling including workers compensation, IOD benefits, health benefits and insurance.
- 16) Establish and maintain workforce management policies.
- 17) Oversee and coordinate return to duty of employees on injury or other leave.

18) Under the direction of the City Solicitor, this person assists the City Solicitor with any legal matters that are presented to the city or school department. He/she shall represent the city in all proceedings before any court, administrative board or legislative committee. He/she will conduct civil lawsuits, draft legal documents, ordinances and resolutions and advise employees as to their legal rights.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate will possess the following:

- Master's degree or equivalent; or four to ten years' related experience and/or training. A member in good standing with the Massachusetts Bar and experience in the field of municipal law.
- Ability to read, analyze and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies and members of the community.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

Salary: \$69,722 Min. - \$83,666 Max.

Last date for applying: July 15, 2011

Qualified candidates submit resume and cover letter to: Human Resource Department, 41 Pleasant St. room 205, Methuen, MA 01844

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William M. Manzi III  
Mayor