



MICHAEL J. SULLIVAN
MAYOR

ANNE L. RANDAZZO
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence Massachusetts 01840

TEL: (978) 620-3060
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www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Personnel Director
Department: Personnel
Salary: Grade 7, (\$75,000 - \$85,000)
Union: Non-Union, Exempt

Duties: Administrative, technical and professional work in administration of the City's personnel system including classification, recruitment, selection, benefits administration, and training; performs all other related work as required.

1. Responsible for the administration of the City's pay and classification system. Approve the Issuance of any pay, salary or remuneration.
2. Develops and administers the City's personnel policies and procedures to ensure that they are in accordance with various City policies and contractual agreements.
3. Prepares and submits written reports including workman's compensation, EEO, insurance etc., as required and maintains City human resource records in a safe, detailed and accurate manner.
4. Develops and administers a training and education program for all City employees.
5. Provides direct support to employees in the administration of the City's employee benefit program.
6. Oversees and participates in the recruitment, screening, hiring, and orientation of all new City employees.
7. Participates in the City's collective bargaining negotiations as a representative of the City.
8. Maintains employment applications, establishes and maintains employee records and personnel transactions, such as hiring, promotions, transfers, performance reviews, terminations, references and credit checks.
9. Hear and reply to employee grievance through a set process.
10. Attends arbitration meetings as the point of contact for the City.
11. Provide guidance to appointing authorities on Civil Service Law, examinations, etc.
12. Study, develop, establish and coordinate a safety program for the City as required by State and Federal laws.
13. Coordinate Affirmative Action and Equal Employment Program for the city.
14. Devise, Implement and amend as necessary a uniform system of time and attendance reports.



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15. Establish a Committee on Educational Assistance to review recommendations of any department head for educational assistance for an employee or his/her department.
16. Updates and maintain MUNIS database.
17. Represents the City of Lawrence at unemployment hearings.
18. Coordinates performance reviews.
19. Responsible for administering the worker's compensation.
20. Attends staff meetings and meetings with other departments and represents the Mayor and/or the city as required.

Qualifications: Bachelors Degree in Human Resources, public administration or related field; five to seven- (5-7) years of personnel administration experience preferably in the public sector; or an equivalent combination of education and experience. Certification from the Society of Human Resources Management in PHR or SPHR preferred

Appointing Authority: _____
Michael J. Sullivan, Mayor

Posting Date: June 9, 2009

Deadline: Until Filled

APPLICATION ARE AVAILABLE IN THE PERSONNEL DEPARTMENT
An Equal Opportunity Employer

***REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.*