



Haverhill

Human Resources Department, Room 306
Phone: (978) 374-2357 Fax: (978) 374-2343
Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

November 18, 2021

«DEPARTMENT»
«ROOM_» «AUTOMERGEFIELD»
Job # 2021-044 (REPOST)

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Human Resources Technician
Human Resources Department

HOURS OF WORK: Monday – Friday 8:00AM-4:00PM
(35 hours per week)

SALARY: \$57,319 - \$66,996 per year
(According to administrative/professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Coordinate all paperwork associated with the hiring process of city employees in accordance with established personnel procedures. Conduct all new hire orientations. Schedule/participate in informational meetings, health fairs, open enrollment periods, and wellness committee.

Maintain personnel files for all city employees. Coordinate communication of personnel/payroll changes for active/terminated employees with the Treasurer's Office and Auditor's Office. Notify the Haverhill Retirement Board and Mass Teachers Retirement of monthly deduction changes for retirees.

Prepare job descriptions for posting. Disseminate copies to appropriate departments and prepare advertisements. Maintain and update the HR section on the city website. Schedule interviews as directed and create interview agendas. Track all applicants' information in database.

Responsible for administering comprehensive benefits program offered to all city employees and school/city retirees which includes but not limited to: health insurance, dental insurance, life insurance, FSA program, HRA offering, disability product, etc. Prepare COBRA notices for individuals.

Prepare monthly schedules for office bills, reimbursements and insurance payments. Reconcile all insurance reports and provide headcounts.

Prepare Civil Service paperwork for approval of appointments. Responsible for all statistical reporting such as EEO-4 reports. Provide assistance to respond to salary surveys and similar inquiries.

Perform calculations on proposed salary negotiations. Proofread and update employee contracts. Prepare ordinances for City Council submission.

Provide customer service to all prospective applicants, employees and retirees. Answer all incoming calls, process daily mail and assist in the general operations of the HR Department which includes filing, copying, typing, and faxing.



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Responsible for assignment and preparation of weekly floater schedules. Responsible for oversight of random drug screening policy for employees. Assist the HR Director in administrative duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that the position will perform. 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.

QUALIFICATIONS NEEDED:

Must have a minimum of five years of experience in an administrative or customer service position in a fast-paced office environment. Municipality experience preferred. Must have exceptional verbal and written communication skills. Must be proficient in Microsoft Office products (especially MS Word and MS Excel). Must have strong bookkeeping skills. Must have excellent organization skills.

Ability to exercise discretion in the access to and handling of confidential information. Ability to multi-task and prioritize. Ability to meet people easily and get along well with others. Ability to manage situations in a busy, service-oriented setting with tact, courtesy, initiative, resourcefulness, and good judgment. Ability to work independently with minimal supervision.

Knowledge of Massachusetts Civil Services rules and regulations preferred. Knowledge of state, local and federal guidelines regarding hiring procedures preferred.

PHYSICAL REQUIREMENTS:

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, DECEMBER 3, 2021

SUBMIT RESUME/APPLICATION TO:

Denise McClanahan, HR Director
City of Haverhill-HR Department
4 Summer Street, Room 306
Haverhill, MA 01830

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

https://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2021-044 WHEN APPLYING ONLINE.