



## **The Town of East Hartford, CT Invites Qualified Candidates to Apply for Director of Human Resources**

### **About the Town of East Hartford**

The part of the land known as East Hartford was once inhabited by the Podunk Indians, in 1635 the town saw its first permanent colonists when Thomas Hooker and his followers came from Cambridge, Massachusetts to found Hartford. The east side of the Connecticut River was at that time part of Hartford. Initially settled about 1640, early settlers included William Goodwin, Thomas Burnham and William Pitkin.

The first petition by residents to establish a separate Town apart from Hartford was rejected by the General Assembly in 1726. Several more petitions were submitted between that year and 1783, when the Assembly at last gave its approval to the incorporation of East Hartford. The Town then received its Charter from the State of Connecticut on the land area taken from the City of Hartford.

The Town of East Hartford had a population of 49,575 in 2000 and 50,974 in 2010 with an anticipated population of 53,000 in 2020. East Hartford is considered one of the larger municipalities in Connecticut other than the big cities since most Towns are an average of 25,000-30,000 population. The Town is 18 square miles with 2,840 population/square mile. It has the density population similar to cities but has over 600 acres of parks which includes parks and open space along the Connecticut River.

The Town of East Hartford has a very diverse population including: 72 nationalities, 23% Black/African American, 23% Hispanic, 12 % multi-race and 8% Asian Pacific. The Town boast the availability of affordable housing compared to the neighboring communities.

Three of the largest employers in East Hartford are United Technologies Corp (also known as Pratt & Whitney which was recently expanded) Goodwin University which provides undergraduate and graduate degrees along with many practical certification programs and Connecticut Light & Power (Electricity Company)

East Hartford has easy access to major highways, located next to the State Capitol and many entertainment centers with easy access to Airport, New York City, Boston, Connecticut River, Ocean, and Mountains.

## **Form of Government**

Today, the Town of East Hartford is governed by a strong Mayor form of government. The Charter empowers the Mayor to govern the Town in cooperation with an elected nine-member Town Council and Town Treasurer. The Chairman of the Town Council is also the Deputy Mayor. The Mayor is the Chief Executive and Chief Elected Officer who appoints all department heads and prepares the budget for the Council to approve.

The current Mayor has been in office since 2011. The Mayor will appoint the new Director of Human Resources to replace the current Director of 6 years who is retiring after 30 years in Human Resources.

The Town Council is the legislative branch of local government. The Town Council approves the Town budget and adopts it into law as a Town Ordinance. The Town Council maintains and updates the Code of Ordinances and is responsible for engaging a licensed CPA firm to perform the annual single audit.

## **Director of Human Resources**

Works under the general direction of the Mayor. Plans, organizes and administers the human resource functions including:

- ◆ Develops, implements, and administers all phases of the Town's human resource policy development and administration;
- ◆ Manages the recruitment, screening, testing and interviewing of applicants for all authorized position in the Town Government, which includes working with a civil service board;
- ◆ Directs the labor relations programs for the Town which includes six collective bargaining agreements which entails negotiations of each contract, short and long term collective bargaining strategy, and managing grievances and arbitration hearings. Works with Corporation counsel and outside labor attorneys as needed. See details about the CBA's at <https://www.easthartfordct.gov/human-resources/pages/collective-bargaining-agreements>
- ◆ Manages employee relations programs, performance management/employee evaluation processes, and employee development;
- ◆ Advises the Mayor and Department heads on classification and compensation systems for employees
- ◆ Administers retirement, employee benefits, and all human resources policies, procedures, and informational systems in accordance with the city's approved personnel policies and applicable federal and state laws;
- ◆ Provides support to Department heads with employee and management concerns, performance and enforcement of personnel policies (such as: ADA, FMLA, ADEA, Title IV Civil Rights, Sexual Harassment, etc.);
- ◆ Develops on-boarding, open enrollment for benefits, wellness and training programs;
- ◆ Administers the equal employment opportunity and affirmative action programs;
- ◆ Supervises human resources staff and develops the department budget.





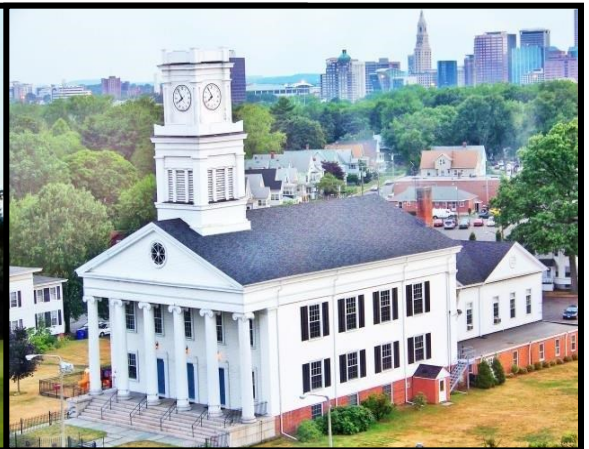
The Director of Human Resources supervises two employees:

**Personnel Assistant/Administrator**—Responsible for all aspects of recruitment, job postings, screening applications, testing and interviewing. Also responsible for employee orientation/onboarding, maintaining personnel files and entering employees into municipal finance and HR system (MUNIS), administering and completing affirmative action reports, coordinates sexual harassment prevention training and other training programs.

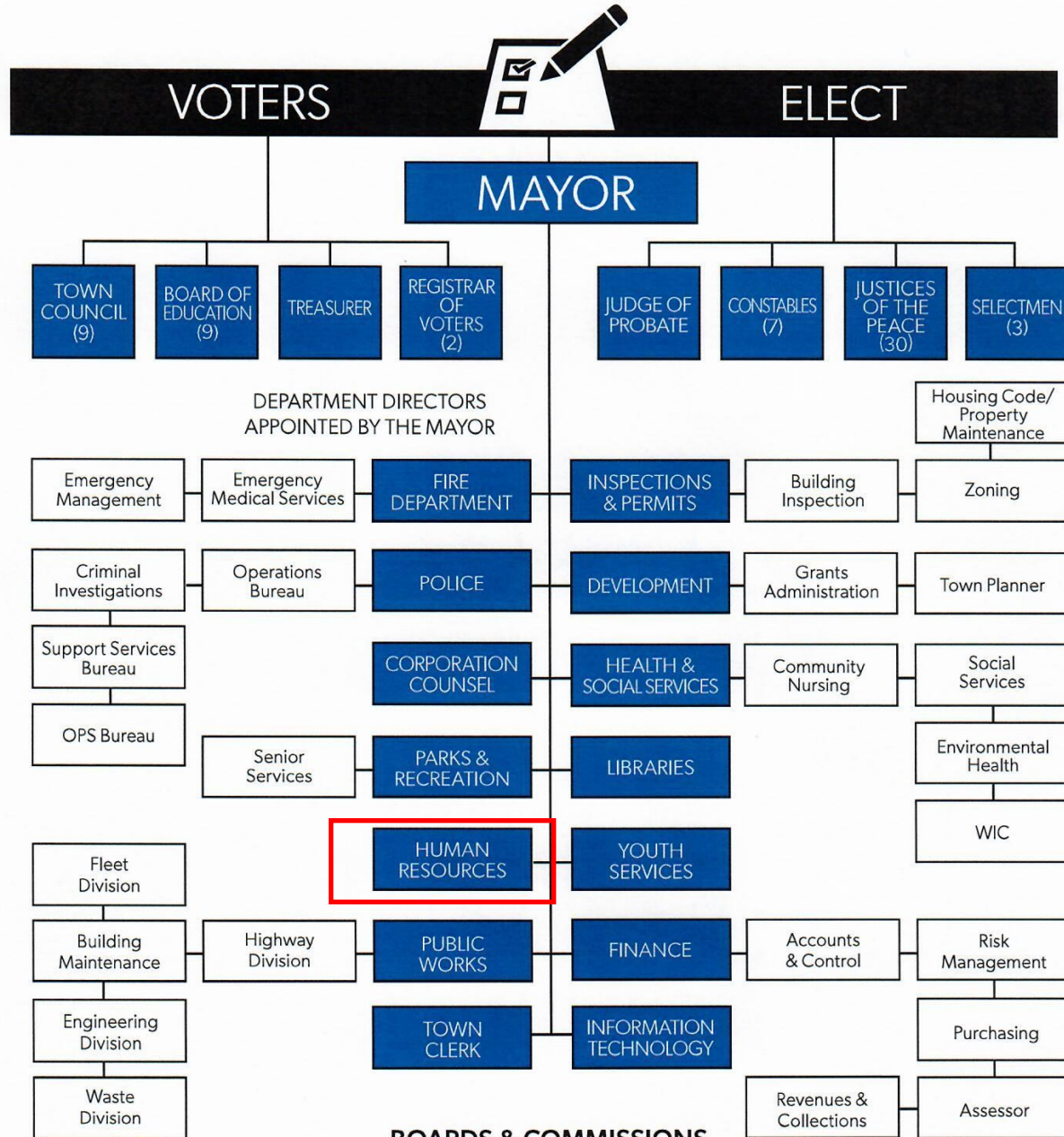
**Benefits Administrator**—Responsible for all aspects of employee benefit administration including open enrollment which includes health insurance, life insurance, accident insurance, retirement, etc. Work with various third-party employee benefit providers and retirement plan administrators. Enrolls new employees for employee benefits and retirement benefits. Assist employee and their family members with various employee benefit claims such as health insurance and insures employees and family members are properly registered. Calculated costs for changes to health insurance for collective bargaining agreements. Administers COBRA and Drug and Alcohol Testing program.

### What the Town of East Hartford Offers

- Rentschler Field—Location for UCONN football and other events
- Great River Park—2 miles of lighted river walk, fishing access, boat launch, picnic area, 350 seat amphitheater for summer concerts, access to bridge to cross to the City of Hartford
- Municipal Golf Course
- Newly renovated Senior Center
- New state of the art Library
- New development by Goodwin University on the River
- East Coast Greenway which includes 2900 miles of trails from Maine to Florida runs through East Hartford with trails for walking and biking
- Five outdoor pools



# ORGANIZATION CHART



## BOARDS & COMMISSIONS

Beautification Commission  
Board of Assessment Appeals  
Building Board of Appeals  
Commission on Aging  
Commission on Services to  
Persons with Disability

Commission on Culture and Fine Arts  
Economic Development Commission  
Historic District Commission  
Inland Wetland Commission  
Pension & Retiree Benefit Board  
Personnel Appeals Board

Planning and Zoning Commission  
Property Maintenance Board of Appeals  
Public Building Commission  
Veterans' Commission  
Zoning Board of Appeals  
*Appointed by Mayor and/or Approved By Council*



## **OPPORTUNITIES**

- ⇒ Collaborates with a strong Mayor and Management Team (Department Heads that are well respected in their profession) to promote excellent public service to the citizens.
- ⇒ Be on the ground floor of the implementation of a new HR component of the existing Financial System (MUNIS) which is integrated into the new Time & Attendance program (NOVA)
- ⇒ Promotes a strategic plan for Town wide collective bargaining which reviews the needs of employees and the needs of the Town Management to meet the changing needs for public services.
- ⇒ Develops accurate records of the various employee benefits and retirement plans and the system applications for implementation to analyze and review to maintain effective services.
- ⇒ Be proactive to see the bumps in the roads and keep up to date with the newest and best practices in Human Resources Management and keep the Mayor and Management Team informed.
- ⇒ Makes sure the Human Resources Department is well respected by the Management Team and serves as a partner to all Department Heads
- ⇒ Builds a strong organization that is moving forward through a new employee development and training program and performance management system.
- ⇒ Have strong interpersonal skills to make the tough decisions, be compassionate, even tempered and ability to look at both sides of the questions, then present options to the Mayor for final approval.
- ⇒ Ability to use a number of outside consulting labor attorneys with various expertise, must be able to balance the use of outside labor counsel with use of internal staff.
- ⇒ Assists with the moving of employees to different offices during the Town Hall renovations.



## **QUALIFICATIONS FOR DIRECTOR OF HUMAN RESOURCES**

Bachelor's degree in Business Administration, Public Administration, Human Resource/Personnel Management, Industrial Relations, Organizational Management or related field with a minimum of five years of progressively responsible experience in a human resources department including labor relations experience required. Public personnel/HR administration preferred; SHRM, IPMA, NPELRA certification a plus. Must have and maintain a valid driver's license. A Master's Degree may be substituted for 2 years of experience.

Thorough knowledge of the principals and practices of Human Resources administration, including labor relations, personnel selection, classification, compensation and Affirmative Action; knowledge of local, state and federal laws regulations governing personnel practices; considerable ability in written and oral communication; ability to deal effectively with employees, department heads, labor representatives and the public; skill in negotiating collective bargaining agreements; ability to plan and direct department programs and staff activities; and ability to supervise.

## **CHARACTERISTICS OF THE IDEAL CANDIDATE**

- ⇒ Thorough knowledge of the principles and practices of human resources, labor relations, collective bargaining agreements, negotiations and recruiting methods with a preference for municipal operations as it relates to human resources;
- ⇒ Ability to develop recommended personnel policies and procedures and to communicate those to management, employees and the public;
- ⇒ Thorough knowledge of federal and state laws related to personnel administration, workers compensation, wage and hour laws, FMLA, OSHA, HIPPA, ADEA, ADA, EOE, drug testing, etc.;
- ⇒ Excellent communication skills, both verbal, written, and utilizing informational systems and HR online systems, including preparing reports and making presentations;
- ⇒ Thorough knowledge of employee benefits and administration and retirement systems;
- ⇒ Will maintain confidentiality of Human Resources records and databases;
- ⇒ Ability to work independently and as part of a management team, ability to keep Mayor informed about major issues that arise and day to day operations on a regular basis;
- ⇒ Ability to assign, train, supervise and evaluate staff and to keep staff up-to-date on Town HR issues;
- ⇒ Strong problem-solving, analytical and organizational skills, and aptitude for working with and maintaining detailed records, and working with diverse staff;
- ⇒ High level of responsiveness to Mayor and to providing customer service to department heads—such as dealing with employee concerns, grievances, motivation and training.

## **Compensation and Application Process**

Open and competitive starting salary DOQ

Excellent employee benefits—

Dental, Life Insurance, vacation, etc.:

◇ Health benefits for employee and family;

◇ Town of East Hartford Retirement;

◇ Optional Employee-Deferred Compensation Program .



*Town of East Hartford is an AA/EOE employer*

More information is available on website: <https://www.easthartfordct.gov/>

*For a copy of Job Description please email Ms. Frank at [randi@randifrank.com](mailto:randi@randifrank.com)*

If you are interested in this position and you want to be considered for this great opportunity, please mail or email your resume and cover letter to Ms. Frank. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses. Position open until filled with first screening April 6, 2020. For more information about the position and/or the recruitment process you are invited to contact either:

Randi Frank at Randi Frank Consulting, LLC  
[randi@randifrank.com](mailto:randi@randifrank.com) (203) 213-3722.

or

Bob Slavin at [slavin@bellsouth.net](mailto:slavin@bellsouth.net)  
(770) 449-4656; Fax 770-416-0848

**Ms. Randi Frank**  
**Randi Frank Consulting, LLC**  
**7700 Hoover Way**  
**Louisville, KY 40219**  
**203-213-3722**  
[randi@randifrank.com](mailto:randi@randifrank.com)  
[www.randiifrank.com](http://www.randiifrank.com)