



## **Director of Human Resources**

Somerville, Massachusetts

### **EXECUTIVE SUMMARY**

---

The City of Somerville seeks a Director of Human Resources (HR) who will build upon and execute a human resources strategy that provides exceptional service to the City's dedicated employees. The Director of HR works closely with a committed team that provides guidance and support to all City department leaders regarding matters of personnel policies and procedures.

Working closely under the direction of the Mayor, the Director of HR will provide strategic guidance for the department and oversee employee and labor relations in collaboration with City leadership. Specifically, the Director of HR will be responsible for developing, implementing, and coordinating policies and programs for recruitment and hiring; ensuring effective employee relations and performance management; overseeing benefit management and administration; and strengthening an internal culture that supports and furthers the City's values.

Somerville is a city located in Middlesex County, Massachusetts, just two miles north of Boston. Occupying slightly over 4 square miles, its population of almost 79,000 and a myriad of immigrants from all over the world make Somerville the most densely populated community in New England, and one of the most ethnically diverse cities in the nation. Rich in both history and culture, the city houses numerous intriguing sites, businesses, and restaurants for every style. Somerville has received national recognition as a model of innovation and efficiency for their 311-customer service helpline, and "SomerStat" – a data-driven style of managing government services. Somerville has been recognized as "the best run City in the Commonwealth."

This is an excellent opportunity for an individual looking to make a difference through innovative government service. The new Director will join a dedicated team committed to the welfare of the residents and businesses of the City of Somerville. They will have the opportunity to collaborate with leaders across key City departments. The successful candidate will be collaborative in nature, and work with City leadership to implement a vision for the future that is consistent with the community's values. The Director of HR will have proven leadership experience building and delivering talent development and management programs, policies, and processes, preferably in the context of government agencies. The ideal candidate will have functional expertise in most or

all of the following areas: employee relations, training and professional development, benefits administration, and recruitment strategies and labor and union relations. The Director will be a strong relationship builder; be able to effectively communicate at all levels of the organization; hold confidentiality; and be accessible and approachable.

The City of Somerville is being supported in this search by Tamar Datan and Catherine Seneviratne of [NPAG](#). Application instructions can be found at the end of this document.

## **ORGANIZATIONAL OVERVIEW**

---

Reporting to the Mayor, the Director of Human Resources is responsible for planning and overseeing the City's human resources including employee relations, labor relations, recruitment and training, employee benefits, and the classification and compensation of positions. The Director is required to perform all similar or related duties.

The ideal candidate will bring a strong background in employee and labor relations. They will have extensive experience overseeing human resources services including compensation and benefits, performance management, policy development and implementation, and recruitment. They will be a natural collaborator and problem solver, working with leadership across the City to provide the best services and experience to both employees and residents. The Director will be dedicated to and an advocate of the City's values and commitment to diversity, equity and inclusion.

Specifically, the Director of HR:

- Oversees and participates in the development and provision of Human Resources services including recruitment, compensation, classification of positions and the provision of benefits to employees and retirees.
- Partners productively with diverse constituencies across the organization – executive level employees, City attorneys, supervisory staff and front-line employees – on the entire range of personnel functions.
- Maintains effective employee and labor relations, advises managers on labor relations matters, forges productive relationships with union representatives, and assists the City in collective bargaining agreement negotiations, conducting research as required.
- Conducts the early step of employee grievances pursuant to the relevant collective bargaining agreement.
- Oversees the administration of employee workers compensation services and the payroll division and coordinates all HRIS activities.
- Oversees the City's Civil Service hiring process and other personnel actions governed by Civil Service.
- Manages the administration of all phases of employee benefits for the City and School Department employees.

- Ensures that the City is in compliance with all local, state and federal employment laws, rules and regulations including ADA, FMLA, Equal Employment Opportunity and FLSA.
- Investigates allegations of City HR policy violations and assists the City's Diversity, Equity & Inclusion Manager with reasonable accommodation requests.
- Develops and implements a wide range of employee training programs and long-term staffing strategy.

## **QUALIFICATIONS OF THE IDEAL CANDIDATE**

---

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

### **Knowledge**

- Bachelor's Degree and more than ten (10) years of work experience in the human resources field, at least six (6) years of which are in an HR manager level role; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience in public sector human resources is strongly preferred.
- Professional certification from national human resource organizations, such as SPHR and/or SHRM-SCP, is desirable. Juris Doctor or master's degree in an applicable field is strongly preferred.
- Knowledge of local, state, and federal personnel laws and regulations pertaining to municipal employees; knowledge of municipal department operations and services.
- Knowledge of the following: accepted personnel practices and procedures regarding the classification of positions and compensation of employees; civil rights and equal employment opportunity laws and regulations; worker's compensation regulations and employee benefits; and payroll operations and regulations.

### **Ability**

- Ability to effectively manage and engage staff. Ability to supervise or delegate projects or unexpected increase(s) in workload; ability to plan, assign, motivate and supervise. Ability to prioritize. Ability to respond effectively to constant changes in work demands. Ability to develop, implement and monitor the effectiveness of a wide range of employee services and programs.
- Ability to work effectively with confidential information. Ability to communicate effectively with aggrieved employees. Ability to manage multiple tasks in a detailed and accurate manner. Ability to foster and support a learning environment within a diverse workforce and promulgate best practices for inclusion and equity. Ability to build consensus across the organization with diverse stakeholders and adversarial parties. Ability to build partnerships and work productively with union leadership. Ability to maintain a high level of confidentiality.

## **Skills**

- Excellent work ethic. Excellent written and verbal communication and listening skills. Skilled public speaker and effective small-group facilitator. Tactful, discreet, and compassionate strategic thinker.
- Mastery of all standard office software programs such as Microsoft Office Suite; proven experience with HRIS systems, including employee self-service portals; skill with MUNIS software HR modules preferred but not required. Mediation skills/certification a plus.

## **TO APPLY**

---

More information about the City of Somerville may be found at: <https://www.somervillema.gov/>

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position should be sent to: **Somerville-DHR@nonprofitprofessionals.com**. *In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.*

**The City of Somerville is an equal opportunity employer and proudly values diversity.  
Candidates of all backgrounds are encouraged to apply.**