TOWN OF WINDSOR LOCKS

MUNICIPAL HUMAN RESOURCES GENERALIST

Department: Human Resources / Administration
Reports To: First Selectman
Employment Status: Full-Time
Supervisory Responsibilities: None

Position Summary

Under the direction and supervision of the First Selectman, the Municipal Human Resources Generalist performs and coordinates the Town's day-to-day human resources and personnel administration functions. The position provides support to employees, department heads, and municipal leadership while ensuring consistent administration of personnel policies, collective bargaining agreements, employee benefits, payroll-related functions, risk management, and applicable employment requirements.

The Generalist is responsible for the daily administration and coordination of HR operations, maintaining accurate personnel records, coordinating employee-related programs, and ensuring timely completion of required administrative and reporting responsibilities.

The position works collaboratively with the Finance Department and other municipal departments on matters involving payroll, employee benefits, insurance expenditures, budgeting, financial reporting, and other related functions.

Essential Duties and Responsibilities

1. Human Resources Administration

- Coordinate recruitment, job postings, applicant processing, interviews, onboarding, and new employee orientation.
- Maintain personnel files, employment records, job descriptions, and organizational records.
- Administer personnel policies, procedures, and employee documentation.
- Coordinate performance evaluation schedules, employee training, and professional development activities.
- Assist employees and department heads with routine HR questions and personnel matters.
- Coordinate employee separations, exit documentation, and related administrative processes.

2. Benefits and Leave Administration

- Coordinate employee benefits administration, including health insurance, life insurance, retirement-related benefits, and other employee programs.
- Maintain benefit enrollment records and coordinate changes with appropriate providers and Town personnel.
- Administer and track vacation, sick leave, personal leave, FMLA, and other applicable leave programs.
- Maintain leave balances, supporting documentation, and required notices.
- Assist with pension, retirement, and employee benefit reporting.

3. Labor Relations and Collective Bargaining Agreements

- Maintain and administer personnel records and documentation related to collective bargaining agreements.
- Track contractual wages, step increases, longevity payments, benefits, and other negotiated provisions.
- Monitor grievance documentation, deadlines, and required administrative procedures.
- Assist with preparation of labor-related information, reports, and supporting documentation.
- Provide administrative support during collective bargaining and labor-related matters as directed by the First Selectman and appropriate municipal officials.

4. Payroll and Compensation Support

- Coordinate employee compensation information, payroll changes, and related personnel documentation.
- Maintain records supporting wage adjustments, contractual increases, stipends, and other compensation arrangements.
- Provide backup payroll processing and administrative support during staff absences, periods of increased workload, or as otherwise needed to ensure continuity of payroll operations.
- Coordinate with Finance and payroll personnel to resolve discrepancies and maintain accurate employee compensation records.
- Ensure timely communication of employee status changes, compensation adjustments, and other personnel-related information affecting payroll.

5. Risk Management, Liability Insurance (LAP), and Workers' Compensation (WC)

- Coordinate and administer the Town's liability insurance and workers' compensation programs.
- Manage the reporting, submission, and administrative follow-up of liability insurance and workers' compensation claims.
- Maintain employee injury, incident, exposure, and claims records.
- Serve as the administrative point of contact with CIRMA, insurance carriers, and risk management representatives.
- Monitor outstanding claims, maintain supporting documentation, and coordinate timely follow-up.
- Coordinate annual insurance renewals, applications, questionnaires, employee census information, and required reporting.
- Coordinate return-to-work documentation and related communications with employees and department heads.
- Assist with identifying workplace risks and maintaining appropriate loss-prevention and compliance documentation.
- Coordinate with department heads and appropriate municipal officials regarding incidents, claims, and related risk management matters.

6. Municipal Reporting and Finance Support

- Compile and maintain employee census, payroll, pension, and benefit information for municipal reporting requirements.
- Assist with OPEB, pension, and other employee benefit-related reporting.
- Provide personnel and payroll documentation for annual financial audits and Annual Comprehensive Financial Report (ACFR) preparation, as applicable.
- Assist with state and federal reporting requirements related to personnel, employment, and compensation.
- Maintain appropriate records and supporting documentation to facilitate audit compliance and internal controls.
- Coordinate with the Finance Department regarding employee benefits, insurance expenditures, payroll information, budgeting, and financial reporting.
- Provide cross-functional administrative support and assist with special projects as assigned.

Reporting Relationship and Authority

The Municipal Human Resources Generalist reports directly to the First Selectman, who provides supervision, direction, and oversight of the Town's Human Resources function.

The Generalist is responsible for administering and coordinating the Town's day-to-day HR operations and providing support to employees, department heads, and municipal officials.

Formal authority concerning appointments, hiring, discipline, suspension, termination, and other personnel actions remains with the First Selectman and/or Board of Selectmen, as applicable under the Town Charter, collective bargaining agreements, and applicable law.

The Generalist does not independently authorize or make formal personnel decisions.

The Generalist shall coordinate with the Finance Director regarding payroll, employee benefits, insurance expenditures, budgeting, financial reporting, and other matters involving the Finance Department.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Psychology, Organizational Development, or a related field.
- Minimum of three years of progressively responsible experience in human resources, personnel administration, or a related field, including municipal government experience.
- Knowledge of human resources administration, employee benefits, payroll practices, labor relations, collective bargaining agreements, workers' compensation, and applicable employment laws.
- Strong organizational, analytical, written, verbal, and interpersonal communication skills.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive personnel matters.
- Proficiency in Microsoft Office and HR, payroll, and personnel information systems.

The Town may waive or modify specific education and experience requirements when an equivalent combination of relevant education, training, certifications, and progressively responsible professional experience demonstrates the knowledge, skills, and competencies necessary to perform the position.

Additional Requirements

- Ability to handle confidential information with discretion.
- Ability to establish effective working relationships with employees, department heads, municipal officials, and outside agencies.

- Ability to manage multiple assignments, meet deadlines, and work independently within established policies and procedures.

General Statement

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified or supplemented as operational needs require, consistent with applicable law, the Town Charter, and collective bargaining agreements.

Interested candidates should submit a letter of interest, resume, completed application, and three professional references by email to all three of the following:

- ***jsavino@WLOCKS.com***
- ***yabramovich@wlocks.com***
- ***cziemian@WLOCKS.com***