

**TOWN OF ROCKY HILL EXTERNAL JOB POSTING**  
(This is an advertisement. Please see pages 2 – 3 below for a detailed job description.)

**DEPARTMENT OF HUMAN RESOURCES  
LEGAL COMPLIANCE & RISK MANAGEMENT**

**HUMAN RESOURCES GENERALIST**

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for a full-time position of Human Resources Generalist. Please see the job description on pages 2 – 3 below for a detailed list of job functions and qualifications.

This position is not in a collective bargaining unit. Competitive compensation and benefits package with an annual salary ranging from \$50,000 to \$67,000. Please see the attached job description for a list of job duties and required qualifications.

Interested applicants must submit each of the following: 1) a resume; 2) a letter of interest which clearly describes how the applicant meets the required qualifications; and 3) a completed Town of Rocky Hill Application for Employment. ***Applications will be accepted until this position is filled.*** Incomplete applications will not be considered. Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill  
Job Description**

**POSITION:** HUMAN RESOURCES GENERALIST  
**DEPARTMENT:** HUMAN RESOURCES, LEGAL COMPLIANCE & RISK  
MANAGEMENT  
**REPORTS TO:** DIRECTOR  
**SUPERVISES:** OTHER STAFF AS ASSIGNED  
**BARGAINING UNIT:** NON-BARGAINING

**Summary of Responsibility:**

Under the supervision of the Department Director, this position performs highly responsible and confidential work, performing routine tasks required to execute a broad range of personnel functions, compliance and risk management activities, exercising sound judgement and discretion in support of strategic collective bargaining and labor relations activities with knowledge of public personnel administration and application of prevailing laws and policies.

**Essential Functions:**

1. Addresses the full range of routine and complex employment process transactions, maintains departmental records and calendar, and assists Director with correspondence and organization-wide employee communications.
2. As assigned, coordinates key stages of the hiring process, including classification and job description development, recruitment, search committee and selection activities, examinations and oral boards, and trains search committees. Manages applicant communication and evaluation processes, and new hire on-boarding, and updates information concerning benefits, personnel rules, union contracts and related matters and responds to employee inquiries regarding the same.
3. Coordinates or acquires background/reference checks, employee eligibility verifications, pre-employment and CDL physicals, drug-testing programs, and maintains related records.
4. Participates in labor relations activities including contract negotiations, research and salary surveys, investigations, discipline and termination. As assigned, updates contracts and personnel rules.
5. Attends training for new regulations and reporting requirements, and proactively stays abreast of trends related to job functions. In-state travel may be required, on occasion, to attend professional development or other business-related matters.
6. May be assigned routine tasks associated with compliance matters related to the Family Medical Leave Act, the Americans with Disabilities Act, Workers Compensation, the Occupational Safety & Health Administration, and other relevant regulations.
7. May be assigned projects or roles related to municipal boards, commissions, and internal committees.
8. May be asked to perform other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

### **Qualifications and Competencies:**

1. An Associate's or Bachelor's degree in Human Resources, Labor Relations, or a closely related field, plus three or more (3+) years of progressively responsible, professional experience in human resources or labor relations management, or a closely related field; or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
2. Incumbent must possess and retain a valid state Motor Vehicle Operator's license and be willing to occasionally travel for training events, administrative proceedings, or other business purposes.
3. Must demonstrate strong analytical and problem-solving skills, coupled with knowledge of relevant state and federal employment laws and employment practices, equal employment opportunity and civil rights laws (including but not limited to Connecticut Fair Employment Practices Act, Americans with Disabilities Act, Family Medical Leave Act, and Municipal Employment Practices Act).
4. Demonstrated, prior work experience reflecting excellent verbal and written communication skills, strong organizational skills, attention to detail, substantial reading comprehension abilities, and a penchant for producing quality written work products.
5. Excellent interpersonal and conflict resolution skills, including substantial emotional intelligence, with ability to work as an individual contributor or as a teammate.
6. Proficient user of Microsoft Office Suite, with ability and commitment to quickly learn the organization's HRIS, talent management, and financial systems.
7. Excellent time management skills with a proven ability to meet deadlines and prioritize multiple competing tasks, and delegate work when appropriate.
8. Demonstrated ability to act with integrity, professionalism, and confidentiality.
9. Life-time learner who is driven to exceed expectations.

### **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifteen (15) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.