

Human Resources Director, Legislature

Job Description

Class Title: Director, Human Resources

Salary Group: 13

Definition of the Class

The Human Resources Director performs and oversees senior level human resources work for the Maine Legislature, its employees and offices and legislators in a nonpartisan capacity in the areas of planning, recruitment and selection; human resource development; compensation and benefits; safety; equal opportunity, human rights, labor relations and management support. The director assures legislative compliance standards as required by Federal, State and organizational regulations and policies, labor agreements; and contributes as a management team participant in decisions and responsibilities that support the mission of the Legislature. An individual in this position manages and performs a broad range of complex human resource functions and carries out human resource policies established by the Legislative Council or the presiding officers. The director position is a full-time position on the Legislative Council staff, reports to the executive director of the Legislative Council and requires a high degree of coordination with other legislative offices and appointed and elected legislative officials.

Examples of Duties

- Advises directors and supervisors on human resource matters, including recruitment, discipline, grievances, and training of employees.
- Represents or assists the Legislature at personnel-related hearings and investigations.
- Remains current with regulation changes and updates, which may affect employees.
- Oversees and participates in processes of negotiating and administering employee collective bargaining agreements.
- Integrates human resource management into the strategic planning process of the organization by forecasting human resource requirements as identified in objectives set forth.
- Conducts job analyses in order to create or update job descriptions that reflect current requirements of positions.
- Oversees, monitors and analyzes legislator and employee compensation and benefit and time accrual systems in order to ensure proper and consistent application.
- Monitors performance of the legislature's programs to ensure conformity with established human resource policies, procedures and practices. Drafts and proposes new or revised human resource policies in accordance with established or new human resources policies.

- Conducts or assists in the process of recruiting, selecting and hiring of employees including the coordination of advertising and interviewing process.
- Oversees and participates in the design and implementation of the orientation and training programs for employees, supervisors, directors and Legislators on topics such as sexual harassment, antidiscrimination laws, new employee and legislator orientation and Americans with Disabilities Act. Reviews and develops materials and procedures for orientation programs.
- Oversees the organization's workers' compensation program; communicates with injured workers; coordinates with insurer and work place physician; prepares Workers' Compensation and OSHA reports; conducts injury investigations and coordinates rehabilitation procedures.
- Develops and reports on human resource information including seniority, vacancies, positions and other relevant data. Conducts and reports on surveys to determine competitive wage rates and benefits within the labor market. Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Coordinates and chairs appropriate human resources committee meetings as needed to review insurance, benefits and policies of the organization.
- Serves as the Legislature's Affirmative Action Officer.

Supervisory Responsibilities:

None at present

Minimum Qualifications:

Masters degree in labor relations, industrial relations, human resource management or other directly relevant field of study, or equivalent directly-related experience or training; and (6) six years of progressive experience in human resource management; at least four (4) years in a senior management position; extensive labor relations and human resources experience or training in the public sector is preferred; knowledge of state government and state legislatures is beneficial; ability to work effectively in small and large groups; strong oral and written communication skills; proficiency in word processing, spreadsheets, presentation software and other computer applications.