Job Title: Director of Human Resources

Department: Office of Human Resources
Location: City Hall - 281 Broadway. Revere. MA. 02151
Position Type: Full-time, Exempt (Non-Union)
Salary Range: $115,000–$125,000, commensurate with experience, plus benefits

Position Summary

The City of Revere seeks an experienced, people-centered Director of Human Resources to lead its strategic and day-to-day human resources functions. Reporting to the Mayor and Chief of Staff, the Director advises on personnel matters, strengthens labor-management relations, and fosters an inclusive workplace dedicated to public service.

The Director oversees HR services for City employees and retirees, including recruitment and hiring, employee and labor relations, benefits, compensation, training and development, diversity, equity and inclusion, and language access. The Director develops, communicates, implements, and interprets personnel policies and procedures; modernizes HR services; and helps ensure compliance with federal and Massachusetts law, City ordinances, personnel policies, and collective bargaining agreements.

Essential Functions

Leadership, Policy, and Compliance

- Align human capital strategies with the equity, operational, and financial goals of the Mayor's administration. Advise the Mayor, department heads, managers, and employees on personnel matters and recommend appropriate actions.
- Develop, implement, communicate, interpret, and periodically update the Employee Handbook, personnel policies and procedures, and related City ordinances and executive orders.
- Oversee compliance with applicable federal and Massachusetts employment laws and regulations, City ordinances, personnel policies, and collective bargaining agreements.
- Oversee annual policy and training requirements, including State Ethics, Conflict of Interest, anti-harassment, and other mandated or City-required programs.
- Analyze and interpret statutes, regulations, agreements, policies, workforce data, and trends to inform management decisions, workforce forecasting, and organizational planning.

Recruitment, Hiring, and Workforce Administration

- Direct recruitment and hiring, including developing and updating job descriptions, posting and advertising vacancies, screening applications and resumes, coordinating interview panels, and supporting employee selection.
- Ensure recruitment, selection, promotion, and transfer practices comply with applicable laws, policies, regulations, and agreements and advance the City's diversity and equity goals. Attract and retain a diverse workforce across municipal departments.
- Oversee new-employee orientation and required onboarding, CORI processing, pre-employment background checks and drug screening, and applicable U.S. Department of Transportation drug-testing requirements, notifications, and records.
- Oversee attendance records, annual accruals, confidential personnel records, payroll administration and integrations, and required workforce reporting, including the federal EEO-4 report.
- Modernize HR operations through enterprise human capital management, payroll, and time-and-attendance systems, including MUNIS. Work with vendors to improve onboarding, employee access to information, and retention.

Labor and Employee Relations

- Serve on the City's collective bargaining team for City union negotiations and help develop bargaining goals and strategies.
- Partner with the Office of Labor Relations, Law Department, and City unions on contract administration, personnel transactions, and complex grievances. Advise department heads and Payroll on contract interpretation, disciplinary matters, and other labor-relations issues.
- Investigate employee-relations concerns, mediate disputes, and pursue timely, equitable, and defensible resolutions that support positive labor-management partnerships.
- Direct municipal civil service transactions, classification reviews, and compensation adjustments in accordance with applicable Massachusetts law.

Benefits, Compensation, and Employee Support

- Partner with the Finance Department to lead health benefits strategic planning and implementation. Oversee health, dental, life, flexible spending, wellness, annual enrollment, workers' compensation processing, and other employee benefit programs.
- Oversee retiree benefit administration under M.G.L. c. 32B, including Section 18 and Medicare Parts A and B, for eligible City and School retirees.
- Manage compensation administration, including wage and salary plans. Partner with the Office of Labor Relations to assess the impact of collective bargaining on health benefits.
- Work with health providers, vendors, and the City's benefits consultant on benefit administration and compliance. Stay current on benefit and personnel programs, regulations, and HR trends.
- Serve as management liaison to the Union Insurance Advisory Committee. Prepare agendas and correspondence, participate in meetings, and advise on personnel and insurance matters.

- Coordinate the Employee Assistance Program for City employees and their families. Direct employee wellness initiatives, including chronic disease management and preventive health screenings, and serve as Chair of the City's Catastrophic Illness Leave Bank.

Organizational Development and Inclusion

- Coordinate training and professional development for City staff, including structured performance appraisal programs, learning pathways, and performance metrics that support workforce development.
- Lead Citywide diversity, equity, and inclusion efforts, including language access initiatives, and foster an inclusive workplace culture.

Department Management

- Prepare and administer the Human Resources Department budget and authorize expenditures in accordance with City requirements.
- Plan, organize, assign, direct, supervise, and evaluate the work of Human Resources staff.
- Perform other related duties as assigned or required to meet the City's needs.

Minimum Qualifications

- **Education:** Bachelor's degree in human resources, public administration, business administration, labor relations, or a closely related field, or equivalent relevant experience.
- **Experience:** Five to eight years of progressively responsible experience in municipal management, human resources, and labor relations, including at least four years in a supervisory or executive capacity. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.
- **Municipal HR Knowledge:** Thorough knowledge of Massachusetts municipal human resources laws, regulations, principles, and practices, including public-sector personnel practices, municipal civil service, and collective bargaining.
- **Analytical Ability:** Demonstrated ability to analyze and interpret statutes, regulations, collective bargaining agreements, policies, and data.
- **Relationship Building:** At least five years of demonstrated success establishing and sustaining effective relationships with diverse individuals at all levels within and outside City government.
- **Leadership and Management:** Strong leadership, planning, organizational, analytical, problem-solving, mediation, and supervisory skills.
- **Communication and Judgment:** Excellent written and verbal communication skills and sound judgment in handling sensitive and confidential matters.

Preferred Experience and Professional Development

- **Technical Skills:** Experience with enterprise electronic payroll and MUNIS software is highly preferred.
- **Professional Development:** Ongoing professional development and a PHR or SPHR designation are desired.

Special Requirements

- **Background Screening:** Must successfully pass standard Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) background checks.

About the City of Revere

Revere is a thriving, rapidly growing, and vibrant community and an increasingly desirable place to live and work. Committed to excellence in public service, the City strives to maintain a responsive, trustworthy, and accountable government that meets residents' needs and provides equitable access to services and resources.

Equal Opportunity and Inclusion

As an equal opportunity employer, the City values diverse perspectives and welcomes candidates from underrepresented groups. The City is committed to a welcoming, supportive, and inclusive municipal workplace, regardless of race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience.

Working for the City

Employees benefit from competitive compensation, benefits, incentives, professional development, and meaningful opportunities to serve residents while building careers in public service.

Interested candidates should apply online. The application must be submitted via the City's Online Application Portal. If you have any questions, feel free to contact us at: jobs@revere.org.