

Town of Franklin

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Franklin, Massachusetts 02038-1352



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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Human Resources Administrator
DEPARTMENT: Human Resources
SALARY: \$60,000 - \$70,000 annually (Grade 12)
HOURS: 35 hours per week
8:00 – 4:00; 8:00 – 6:00 on Wednesdays; 8:00 – 1:00 on Fridays
POSTED: January 17, 2022
Preferred deadline: February 4, 2022

The Town of Franklin is seeking candidates for a Human Resources Administrator for the Department of Human Resources. This is a full-time salaried position with benefits and the employee will work 35 hours per week,

The Human Resources office consists of the HR Director and HR Administrator and the two staff members work together to oversee the hiring, benefits, compensation, and leave benefits of all full-time and part-time Town employees. The Town currently has about 260 full-time employees and another 500 employees working in some sort of part-time and on-call capacity. The HR Administrator provides excellent customer service to all Town of Franklin employees, retirees, and customers.

The Human Resources Administrator will be responsible for the following duties:

- Provide excellent customer service to all employees, retirees, and customers interacting with the Human Resources office.
- Process personnel actions in Munis payroll system, including new hires, promotions, salary changes, terminations, and insurance changes.
- Assist Human Resources Director in all hiring activity, including job postings, reference checks, pre-employment paperwork, and preparing offer letters.
- Assist in administering benefits for the Town including enrolling employees in the Munis payroll system as well as in individual online benefit systems.
- Manage benefits for retirees for the Town of Franklin as well as School Retirees including enrolling them in health insurance upon retirement; processing enrollment changes due to qualifying events or Open Enrollment; processing life insurance claims upon the death of a retiree; contacting retirees when they reach age 65 and ensuring

they enroll in Medicare and Town's supplemental Medicare plan.

- Assist Human Resources Director in leave management including medical leaves under Worker's Compensation, FMLA and/or Injured on Duty Leave for Police and Fire personnel under M.G.L Chapter 41, Sections 100 and 111F. This includes communicating with the applicable insurance companies; tracking all leaves in a shared google sheet; and ensuring that all paperwork is complete and deadlines are met for FMLA purposes.
- Collect invoices and prepare payment vouchers for expenditures to the Human Resources budget; track expenditures and ensure department stays within budget.
- Assist in tracking employee pay, including stipends for special licenses and certifications.
- Assist Human Resources Director and Town Administration in collecting and reporting on data from applicable electronic systems and tracking trends and budgets. Assist in information gathering for collective bargaining process.
- Complete verification of employment forms (VOEs) for current and former employees
- Maintain accurate personnel files for Town employees. Provide recommendations and participate in future procurement and implementation of an electronic personnel file system. Assist in implanting new electronic personnel file system by scanning and organizing current files.
- Manage all file storage for Human Resources and track files that go to archives with Iron Mountain and/or within Town storage facility. Responsible for records retention in accordance with Secretary of State's guidelines. This includes tracking when records can be destroyed and filing appropriate paperwork with the Secretary of State.
- Other duties as assigned

Required Qualifications:

- Bachelor's degree from an accredited college or university in a related field
- Five or more years of progressive human resource experience
- Solid communication and interpersonal skills
- Excellent customer service skills
- Current knowledge of federal state, and local regulations
- Familiarity with administrative best practices and the ability to simplify and streamline processes
- Ability to maintain confidentiality
- Superior organization skills
- Ability to multi-task and manage multiple projects at once

- Intermediate to advanced skills in Microsoft Word & Excel and Google Suite products
- Ability to learn and adapt to new technology

Preferred Qualifications:

- Experience in Human Resources in the public sector (municipality or the State)
- SHRM Certification or similar HR certification

The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to apply@franklinma.gov. Please put “Human Resources Administrator” in the subject line of the email.