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In City Council February 24, 2020

ORDINANCE:

Be it ordained by the City Council of the City of Brockton as follows:

That Section 2-127 of Chapter II is hereby amended by adding the following:

Division 7.-Department of Human Resources

Sec. 2-379.- Established.

There is hereby established a department of Human Resources.

Sec. 2-380. – Director

The shall be a Director of Human resources who shall be appointed by the Mayor, for a term of three (3) years, subject to confirmation by the City Council. The Director shall appoint (i) and Assistant Director of Human Resources, (ii) a Diversity and Inclusion Manager, and (iii) such other technical and clerical employees as deemed necessary to carry out the functions of the department subject to appropriation.

Sec. 2-381. – Duties

The Director of Human Resources shall:

1. Manage and participate in the development and provision of all human resource services including recruitment, compensation, classification, benefits, training and policy administration and implementation;
2. Establish uniform human resources policies and ensures that the City complies with all local, state and federal human resource laws, rules and regulations including ADA, civil rights and FLSA;

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3. Manage the recruitment and selection process for all positions, working with appointing authorities, to ensure outreach, equal opportunity and compliance with federal and state laws;
4. Manage the Civil Service process working with appointing authorities and serve as liaison to the Massachusetts Human Resource Division;
5. Propose and maintain a uniform classification system for municipal positions;
6. Maintain individual personnel records of all City employees. It shall be the duty of each City officer and employee to furnish to the Human Resource Director such records and reports as the Director may require;
7. Provide advice and assistance to the Mayor, department heads, supervisors and elected and appointed officials on all human resources matters, including benefits, position classifications, pay administration, recruitment and placement, employee relations, performance evaluations, disciplinary action, workers' compensation, employee grievances and employee training;
8. Standardize forms and records to be used in the City's personnel administration program other than those forms and records whose format is regulated by statute or by state agency; and
9. Develop health plans and safety programs for employees as required by, and in accordance with, state and federal laws.

Section 2-381A. Requirements. Shall be deleted in its entirety.

Sec. 2-381B. – Minimum qualifications for Director of Human Resources.

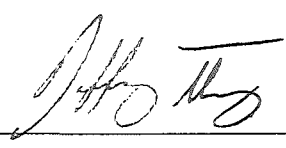
The Director of Human resources have the following minimum qualifications to be eligible for appointment and employment:

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1. A Bachelor's degree in business management, human resources, public administration or related field;
2. At least seven (7) years of full-time work experience in human resources, five (5) years of which shall be at the level of manager or above;
3. Demonstrated experience in collective bargaining, employee relations, performance evaluation, benefits administration, position classifications, pay administration, recruitment and placement, disciplinary action, employee grievances and employee training;
4. Human resources experience in both a union and non-union environment;


This section shall not apply to the current incumbent personnel director at the time of filing this amendment.

This Ordinance shall be effective upon passage.



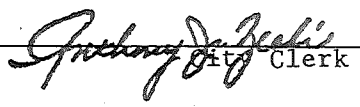
Councilor Jeffrey Thompson

IN CITY COUNCIL

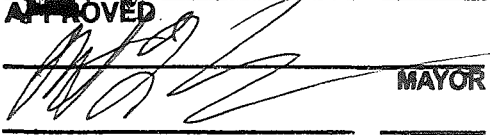
February 24, 2020
 READ AND REFERRED TO STANDING
 COMMITTEE ON Ordinance

 CLERK

In City Council August 24, 2020

Ordained as amended, by a roll call vote taken by "yeas" and "nays"; ten members present and all voting in the affirmative. Councillor Monahan absent.



 City Clerk

SENT TO MAYOR FOR APPROVAL

August 27 2020
 APPROVED

 MAYOR

In City Council April 15, 2020

Councillor Farwell motioned to refer back to Ordinance Committee and was properly seconded. The motion carried by a roll call vote taken by "yeas" and "nays"; ten members present with eight voting in the affirmative. Councillors Cruise and Rodrigues voting in the negative. Councillor Monahan absent.


 City Clerk

In City Council July 27, 2020

The amendment passed by a hand vote. Passed to a third reading as amended, by a hand vote.


 City Clerk

AS AMENDED

In City Councilor February 24, 2020

ORDINANCE

Revised Ordinances of the City, Section 2-127-Pay Plan is hereby amended by deleting in its entirety from compensation Grade DH5 the title of Director of Personnel and its associated step salaries and replacing it with the following:

Comp Grade

DH5 Director of Human Resources

Minimum	\$112,500
Step 2	\$115,875
Step 3	\$119,331
Step 4	\$122,930
Step 5	\$126,620
Step 6	\$130,420
Step 7	\$134,330

Council President Shirley Asack

AS AMENDED

In City Council February 24, 2020

ORDINANCE:

Be it ordained by the City Council of the City of Brockton as follows:

That Section 2-127 of Chapter II is hereby amended by adding the following:

DIVISION 7. - Department of Human Resources

Sec. 2-379. - Established. Establishment and Employment Policy

There is hereby established a department of Human Resources. The City of Brockton maintains a sincere commitment to the principles of equal employment opportunity, affirmative action and non-discrimination in order to rectify past and present patterns of discrimination. This policy applies to every aspect of employment, including the recruitment, hiring and terms and conditions of service of all full-time and part-time municipal employees. Employment decisions shall be made in accordance with state and federal law and without regard to race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability.

Sec. 2-380. - Director.

There shall be a director of Human Resources who shall be appointed by the Mayor, for a term of three (3) years, subject to confirmation by the city council. The director, with the Mayor's approval, shall appoint (i) an Assistant Director of Human Resources, (ii) a Diversity and Inclusion Manager, and (iii) such other technical and clerical employees as deemed necessary to carry out the functions of the department subject to appropriation.

Sec. 2-381. - Duties.

The Director of Human Resources shall:

1. Manage and participate in the development and provision of all human resource services including recruitment, compensation, classification, benefits, training, and policy administration and implementation;
2. Establish uniform human resources policies and ensures that the City complies with all local, state and federal laws, rules and regulations including EEO, ADA, civil rights, FMLA and FLSA;
3. Work with City's legal counsel and other relevant staff to coordinate City's response to all reports and/or complaints of discrimination;
4. Serve as City's ADA coordinator;
5. Manage the recruitment and selection process for all positions, working with appointing authorities, to ensure outreach, equal opportunity, and compliance with federal and state laws;
6. Manage the Civil Service process working with appointing authorities and serve as liaison to the Massachusetts Human Resources Division;
7. Propose and maintain a uniform classification system for municipal positions;
8. Maintain individual personnel records of all City employees. It shall be the duty of each City officer and employee to furnish to the Human Resources Director such records and reports as the Director may require;
9. Provide advice and assistance to the Mayor, department heads, supervisors and elected and appointed officials on all human resources matters, including benefits, position classifications, pay administration, recruitment and placement, employee relations, performance evaluation, disciplinary action, workers' compensation, employee grievances and employee training;
10. Standardize forms and records to be used in the City's personnel administration program other than those forms and records whose format is regulated by statute or by state agency; and
11. Develop health plans and safety programs for employees as required by, and in accordance with, state and federal laws.

SECTION 2-381A. - Requirements. shall be deleted in its entirety.

I. Subject to the provisions of applicable collective bargaining agreements, Massachusetts State Wide Records Retention Schedule and applicable state and federal law, the following shall apply to employment with the city:

A. Every vacant position shall be advertised on the city's website, in the news media and/or social media, and on such other job boards or websites as the Human Resources director shall deem appropriate. The posting of an open position shall be for at least fourteen (14) calendar days. If a position is posted and remains vacant after ninety (90) days a new posting shall be made to attract an updated list of applicants. A record shall be kept of each posting and the dates and places when the posting appeared.

B. The Human Resources director shall use best efforts to obtain all relevant information from prior employment references and personal references prior to selection for employment with the City of Brockton.

C. Every appointment or promotion in a department shall be accompanied by written certification from the department head that the most qualified person was selected.

Sec. 2-381B. - Minimum qualifications for director of Human Resources.

The director of Human Resources shall have the following, minimum qualifications to be eligible for appointment and employment:

1. A bachelor's degree in business management, human resources, public administration, or related field;
2. At least seven (7) years of full-time work experience in human resources, five (5) years of which shall be at the level of manager or above;
3. Demonstrated experience in collective bargaining, employee relations, performance evaluation, benefits administration, position classifications, pay administration, recruitment and placement, disciplinary action, employee grievances and employee training;
4. Human resources experience in both a union and non-union environment;

This section shall not apply to the current incumbent personnel director at the time of filing this amendment.

This Ordinance shall be effective upon passage.

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Councilor Jeffrey Thompson