



EXTERNAL PROMOTIONAL POSTING 09102026

CITY OF SHELTON

PERSONNEL (HR) DIRECTOR

DEPARTMENT: HUMAN RESOURCES

MERIT SYSTEM CLASS 24 POSITION

SALARY: \$66,258 – \$127,238

GENERAL DESCRIPTION

This is very responsible personnel administrative work involving the administration of a municipal function. Work involves responsibility for managing and supporting the personnel and labor functions of a merit system in a fashion that provides the municipality with a productive workforce. Responsibility for day-to-day operations relating to the smooth functioning of a human resources office responsible for staffing city departments and maintaining personnel-related programs. Duties include recruitment, onboarding, training, and retention of city personnel. Maintaining all mandated reporting and personnel records keeping requirements. Identifying staffing needs, problem resolution and recommending programs and training to meet these needs. The work requires that the employee have considerable knowledge, skill and ability in all phases of personnel and labor relations administration, particularly as it relates to the public sector.

SUPERVISION RECEIVED

Reports and works under the direction of the Administrative Assistant (Mayor's Designee)

EXAMPLE OF DUTIES

- Develops, recommends, and supports all activities of the municipal personnel program prescribed in ordinance and the city charter pertaining to employee selection and placement, plus classification and compensation, employee

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evaluation, training, employee relations and discipline, recordkeeping, and research and evaluation.

- Reviews periodically the operation and effect of the personnel rules and merit system regulations and recommends needed revisions.
- Maintains a roster of all classified service employees and updates and develops, as needed, job descriptions, employee policies and procedures.
- May conduct reclassification studies and prepares class specifications.
- Ensures compliance with all employee training, certification and EEO reporting.
- Administers the City's affirmative action program.
- Conducts salary and benefits surveys, recommends revisions to salary plans, as needed.
- Develops and administers screening and testing programs under the personnel rules and establishes certified eligibility lists.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of all principles of personnel administration and employee relations and of the techniques utilized in those fields, particularly as they relate to the public sector.
- Considerable knowledge of municipal organizations and of a wide variety of positions common to public organizations.
- Some knowledge of statistical and test validation methods.
- Good ability to problem solve and interact with collective bargaining contract members and resolve grievances.
- Good ability in understanding and applying all municipal policies and procedures.
- Considerable ability in written and oral communications.
- Good computer skills; working knowledge of Microsoft Office and familiarity with HRMIS systems. .
- Considerable ability to establish and maintain effective, respectful working relationships with superiors, associates, subordinate employees, and their representatives, professional groups, officials of other agencies, and the general public.

QUALIFICATIONS

- A Bachelor's Degree in business or public administration or a closely related field from a recognized college or university.
- Five (5) years of progressively responsible experience in private or public personnel administration, including some collective bargaining experience.

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- Or an equivalent combination of education and qualifying experience substituting one year for year basis.

ADDITIONAL REQUIREMENTS

As needed.

SALARY: MERIT SYSTEM **Class 24**

PROBATIONARY PERIOD

1 year

MERIT SYSTEM TESTING:

Applications will be reviewed to ensure that each applicant meets the minimum requirements. Consistent with Section 7.1.1. of the City Ordinances (Merit System), the City will proceed with a promotional examination. As such, each qualified candidate will be provided with an oral panel interview, consistent with City Ordinances.

APPOINTMENT:

Following the foregoing testing and scoring process, the Mayor shall make an appointment to this position, as empowered under Section 7.1.2. of the City Ordinances.

HOW TO APPLY:

Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department. Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE:

Applications and resumes will be accepted through **5:30 pm Friday, October 9, 2026**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

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