

**11/21/08 - Letter hand-delivered to all departments  
(date stamped by Legal Department)**

RECEIVED  
NOV 21 2008  
OFFICE OF THE DIRECTOR  
MARLBOROUGH, MA 01752

**CITY OF MARLBOROUGH**  
Marlborough, MA 01752

Dept.

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**DIRECTOR OF PERSONNEL**

The City of Marlborough (pop. 37,000), with approximately 1,500 active and 600 retired employees, seeks applicants for the Director of Personnel position.

Responsibilities will include but will not be limited to: CBA negotiations, conflict resolution, employee relations, compensation, benefit administration, recruitment, budget preparation, policy and training development.

Minimum qualifications: a Bachelor's Degree, in a related field preferred, a minimum of 5-7 years senior management experience with at least 2 of those years working in a municipality.

Step Salary: \$63,122 – \$71,006

A full job description is available at [www.marlborough-ma.gov](http://www.marlborough-ma.gov)

Please forward cover letter and resume to:

Personnel Department

City of Marlborough

140 Main Street

Marlborough, MA 01752

Deadline for applications is: **January 2, 2009**

**11/21/08 – City’s website**

**Printout shows date posted**

	Name	Size	Subject	Last Modified
	Mary Ward	16K	Director of Personnel	11/21/2008 11:53 AM
	Mary Ward	10K	DPW Tree Climber	2/6/2009 3:59 PM
	Mary Ward	8K	Parking Control Officer	9/22/2008 3:46 PM
	Mary Ward	5K	Cafeteria Worker	2/17/2006 9:03 AM
	Mary Ward	2K	School Crossing Guards	10/6/2004 3:25 PM



# CITY OF MARLBOROUGH

Marlborough, MA 01752

*Post in all locations where  
5+ employees begin work shift*

*Please mail to all employees  
who are out for any reason.*

AA#08-20

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## POSITION AVAILABLE DIRECTOR OF PERSONNEL

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Please forward cover letter and resume to:

Personnel Department

City of Marlborough

140 Main Street

Marlborough, MA 01752

Deadline for applications is: **January 2, 2009**

AA/EEO

# CITY OF MARLBOROUGH

AA#08-20

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## DIRECTOR OF PERSONNEL

### **Position Purpose:**

The purpose of this position is to provide administrative, management, and professional work in directing and supervising the personnel systems of the City of Marlborough including benefits, recruitment and retention, workplace safety, labor relations, training, and employee recognition; all other related work as required. The Director of Personnel is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs varied and highly responsible duties requiring extensive independent judgment in ensuring conformance with applicable laws, regulations, collective bargaining agreements, and departmental policies. Incumbent is required to work independently in formulating decisions regarding policies, procedures, operations and plans at the municipal-wide level.

*Supervision Received:* Works under the policy direction of the Mayor. Employee receives occasional guidance, intent, and special directives; assumes responsibility for developing and achieving the department goals and objectives. The position is subject to review and evaluation according to the City's personnel plan.

*Supervision Given:* Supervises department employee, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation. Provides general guidance to all department heads regarding matters of personnel policies and procedures.

### **Job Environment:**

Work is performed under typical office conditions; frequently required to work evening and/or weekend hours; incumbent occasionally required to attend meetings with various City boards, committees, and employees.

Operates microcomputers using standard office automation applications, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

Makes regular contacts with all City departments and employees, union representatives, vendors, retirees, and representatives of local, state, and federal government, contacts involve furnishing routine information as well as discussing complex legal issues; contacts require considerable discretion, resourcefulness and persuasiveness to achieve desired objectives.

Has access to an extensive amount of highly confidential information on a City-wide basis such as personnel records, collective bargaining negotiations, bid proposals, and pending law suits and investigations.

Errors could result in a significant adverse impact on employee morale, confusion and delay, and could have serious legal and/or financial repercussions.

### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Oversees the administration of insurance and employee benefit plans. Acts as a group insurance administrator; acts as liaison between insurance carriers and City employees to ensure that correct benefits are provided and that problems or disputes are resolved whenever possible. Counsels employees on benefit programs and levels and on payment/reimbursement procedures. Ensures that employees who are leaving the employ of the City are advised of their rights; reviews and processes claims; represents the City at unemployment hearings.

Oversees the administration of the worker's compensation insurance program within the City; reviews claims; recommends acceptance or denial, assigns attorneys to cases when necessary, reviews and processes all claim bills through a third party administrator.

Responsible for developing, administering and proposing improvements to the City's wage compensation plan; monitors and reviews current personnel policies, job classification and salary structures, and the performance evaluation system and recommends changes as required; revises and maintains job descriptions. As requested, reviews and recommends the classification or reclassification of a position.

Oversees and participates in the recruitment, screening, hiring, and orientation of all new City employees. Maintains employment applications; establishes and maintains employee records and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; furnishes references and credit checks; performs special studies and advises the public on job opportunities and application procedures. Develops retention incentives including the conference and training program as well as the employee recognition program.

Acts as bargaining representative for the City with all City unions; assists in the development of bargaining concepts and strategies; works with labor counsel and presents the City's case to mediators, fact finders and arbitrators as needed; drafts necessary contract language and prepares agreement for execution; coordinates post negotiation activities including; communicates contract changes to department heads; schedules any major retroactive payments, etc. Continuously administers collective bargaining agreements ensuring compliance to labor contracts; maintains communications with appropriate union officials for exchange of information, informal discussion of union-management affairs and related matters; assists with the grievance process as necessary.

Serves as hearing officer for all of the Mayor's Civil Service and grievance hearings.

Mediates problems between employees; works to improve communication within and between departments; answers questions from department heads and supervisors concerning personnel policies and procedures.

#### **Other Functions:**

Ensures City-wide compliance with existing laws, rules, codes and regulations governing the acquisition and utilization of employees. Studies new legislation and implements any affecting the City as an employer.

Serves as keeper of personnel records and all other confidential information concerning employees.

Performs similar or related work as required, directed or as situation dictates.

#### **Recommended Minimum Qualifications**

##### **Education, Training and Experience:**

Bachelor's Degree in human resources, public administration, business administration, labor relations or related field; and five years of experience in personnel administration including three years in a supervisory or management capacity; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

**Knowledge:** Thorough knowledge of public sector personnel practices and applicable federal and state laws regulating hiring and collective bargaining matters. Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations.

**Ability:** Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to recruit, interview, and evaluate job applicants for diverse positions. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to carry out assigned projects to their completion. Ability to efficiently and effectively administer a human resource system.

**Skill:** Skill in the use of personal computers, particularly word processing and spreadsheet applications. Excellent public relations skills. Superior negotiating skills, Sensitivity to political issues.

**Physical and Mental Requirements:**

Intellectual and mental acuity to perform conceptual and detailed technical work. Recurring intellectual effort is required to maintain a current knowledge of applicable laws, principals, and rules and regulations. Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 10 pounds such as a briefcase, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

Step Salary: \$63,122 – \$71,006

A full job description is available at [www.marlborough-ma.gov](http://www.marlborough-ma.gov)

Please forward cover letter and resume to:

Personnel Department

City of Marlborough

140 Main Street

Marlborough, MA 01752

Deadline for applications is: **January 2, 2009**

AA/EEO



**11/23/08 – Boston Globe**

**Sunday (11/23) Newspaper**

**[www.boston.com](http://www.boston.com)**

**[www.monster.com](http://www.monster.com)**

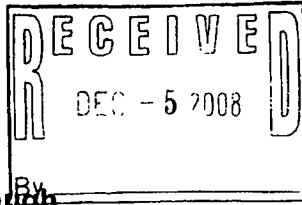
**Bill attached**

**Email from vendor shows it ran for 30 days**

**Copy of Boston.com/monster.com posting times**

S t r a t e g i s

**27237GI**



City of Marlborough  
140 Main Street  
Marlborough, MA 01752  
Attn: Mary Ward , Personnel Assistant

Please remit to:  
Strategis/HireAds  
Attn: A/R  
Boston LockBox - PO Box 414612  
Boston, MA 02241-4612  
Phone: (781) 297-9200 Fax: (781) 344-3976

Invoice #: 27237GI

Invoice Date: 11/25/2008

Payment Terms: Net 30 Days from Date of Invoice.  
A service charge on all balances over 30 days will be computed  
by 'Periodic Rate' of 1-1/2% per month, which is an ANNUAL  
PERCENTAGE RATE OF 18%.

	Price	Total
17309 - 1      2 cols x 33 lines		
Boston Globe                      11/23/2008		
Director Of Personnel	\$1,914.00	
Administration Fee	\$0.00	
Internet	\$375.00	
Shipping/Handling	\$0.00	
No Tax	\$0.00	\$2,289.00

**TOTAL DUE: \$2,289.00**

VENDOR # 19309  
AMOUNT \$2,289.00  
ACCT # 11520004-53150  
PO # \_\_\_\_\_  
APPROVED: [Signature]  
(DEPT HEAD)

Please remit payment to: Strategis/HireAds A/R Department  
Boston LockBox - PO Box 414612 Boston, MA 02241-4612

**The City of  
Marlborough  
Massachusetts**

**DIRECTOR OF PERSONNEL**

The City of Marlborough (pop. 37,000), with approximately 1,500 active and 600 retired employees, seeks applicants for the Director of Personnel position.

Responsibilities will include but will not be limited to: CBA negotiations, conflict resolution, employee relations, compensation, benefit administration, recruitment, budget preparation, policy and training development.

Minimum qualifications: a Bachelor's Degree, in a related field preferred, a minimum of 5-7 years senior management experience with at least 2 of those years working in a municipality.

Step Salary: \$63,122 - \$71,006

A full job description is available at [www.marlbrough-ma.gov](http://www.marlbrough-ma.gov)

To apply, please forward cover letter and resume to: **Personnel Department, City of Marlborough, 140 Main St., Marlborough, MA 01762, [personnel\\_dept@marlbrough-ma.gov](mailto:personnel_dept@marlbrough-ma.gov)**  
 Deadline for applications is: **Friday, January 2, 2009**  
*The City of Marlborough is an AA/EOE employer.*

**Ad #:** 17309  
**Publication:** Boston Globe  
**Run Date:** 11/23/08  
**Section:** HW Professional  
**Cost:** \$1,935.00 + \$375.00 internet  
**Size:** 2 col x 33 lines

**Ward, Mary**

**From:** Braga, Kristin [kbraga@strategisadv.com]  
**Sent:** Tuesday, February 17, 2009 4:16 PM  
**To:** Ward, Mary  
**Subject:** Director of Personnel #27237GI  
**Importance:** High

Hi Mary,

I heard back from the Globe and the ad went up on Boston.com/Monster on November 23<sup>rd</sup> and was on for 30 days so it ended on December 23<sup>rd</sup>.

I hope this helps.

Thank you again.

**Kristin Braga, Account Coordinator**

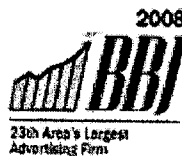
**s t r a t e g i s**

Marketing communications company

12 Welch Ave., Stoughton, MA 02072

Ph: 781-297-9200; Fx: 781-344-3976

www.strategisadv.com



**From:** Braga, Kristin  
**Sent:** Tuesday, February 17, 2009 4:03 PM  
**To:** 'mward@marlborough-ma.gov'  
**Subject:** Director of Personnel #27237GI  
**Importance:** High

Hello Mary,

I hope all is well. I have called the Globe to check on this for you and will let you know when they follow-up with me.

I will keep you posted.

Thank you and have a great day.

**Kristin Braga, Account Coordinator**

2/18/2009

s t r a t e g i s

MARKETING COMMUNICATIONS COMPANY

12 Welch Ave., Stoughton, MA 02072

Ph: 781-297-9200; Fx: 781-344-3976

www.strategisadv.com



**From:** Ward, Mary [mward@marlborough-ma.gov]

**Sent:** Tuesday, February 17, 2009 3:39 PM

**To:** Maloney, Pam

**Subject:** Director of Personnel #27237GI

Pam:

The above posting was ran in the November 23<sup>rd</sup> Boston Globe Sunday newspaper. Could you please provide me with the exact dates that the above posting ran on both the Boston.com and Monster.com websites?

Thank you,

*Mary Ward*

Personnel Assistant

City of Marlborough

508-460-3705

508-481-6354-Fax



Post & Manage Jobs: Manage Job Postings

Expired Jobs(1 of 1 Jobs)

Views

- [Incomplete Jobs](#)
- [Pending Jobs](#)
- [Active Jobs](#)
- [Expired Jobs](#)
- [Archived Jobs](#)

Filters

- Modified Date
- Board
- Reference Code

[Clear](#)

**Director Of Personnel**

[View Job Posting](#)  
**Owner:** Globe, Boston  
**Status:** Expired  
**Earliest expiration:** 12/23/2008  
**Views:** 417 **Applies:** 12 [View candidates](#)  
**Clicks:** 55 **Email:** 14

Actions

- Edit
- Copy
- Archive
- Renew

Job Description	Postings	Screening	Auto-Reply						
Sort By	Posting Name	Descending	Go						
Posting			Active	Expires	Views	Clicks	Apply Online	Emails	
US-Massachusetts-Framingham/Worcester			11/23/2008	12/23/2008	417	54	12	13	
Site: Monster Enhancement: Status: Duration: 30 Days ID: 77668707									

[Add Job Postings](#)



**11/24/08 – Mass. Municipal Association**

**Bill attached**

**Email confirming wording and posting for 30 days**

**Ward, Mary**

**From:** Jonelyn Langenstein [jlangenstein@mma.org]  
**Sent:** Monday, November 24, 2008 11:49 AM  
**To:** Ward, Mary  
**Subject:** Re: Director of Personnel - Marlborough

Hi Mary,

Your ad has been posted to our website and will remain up for the next 30 days. An invoice will be sent to the City of Marlborough early next month (115 words @ \$105.00). If you have any questions or concerns, please let me know. Thanks!

Jonelyn Langenstein  
Massachusetts Municipal Association  
Administrative Assistant  
One Winthrop Square  
Boston, MA 02110

617-426-7272 x153  
617-695-1314 fax

**Have you registered for the MMA's Annual Meeting and Trade Show? January 23-24, 2009 in Boston. Great speakers, informative workshops, biggest municipal trade show in the Northeast featuring Green Energy. Go to [www.mma.org](http://www.mma.org) for more information and to register!**

Please consider the environment before printing this email.

----- Original Message -----

**From:** "Mary Ward" <mward@marlborough-ma.gov>  
**To:** "Jonelyn Langenstein" <jlangenstein@mma.org>  
**Sent:** Monday, November 24, 2008 10:19:32 AM GMT -05:00 US/Canada Eastern  
**Subject:** RE: Director of Personnel - Marlborough

Thanks for your quick response. Since it is already past the deadline for the December Beacon, could you please just run the ad online?

Thanks,

*Mary Ward*

Personnel Assistant  
City of Marlborough  
508-460-3705  
508-481-6354-Fax

**From:** Jonelyn Langenstein [mailto:jlangenstein@mma.org]  
**Sent:** Monday, November 24, 2008 9:58 AM  
**To:** Ward, Mary  
**Subject:** Re: Director of Personnel - Marlborough

2/10/2009



Hi Mary,

Your ad @ 115 words will cost \$140 to run in the January Beacon and on the website - note: the December Beacon deadline has past. Let me know if you would like me to post it.

Jonelyn Langenstein  
Massachusetts Municipal Association  
Administrative Assistant  
One Winthrop Square  
Boston, MA 02110

617-426-7272 x153  
617-695-1314 fax

**Have you registered for the MMA's Annual Meeting and Trade Show? January 23-24, 2009 in Boston. Great speakers, informative workshops, biggest municipal trade show in the Northeast featuring Green Energy. Go to [www.mma.org](http://www.mma.org) for more information and to register!**

Please consider the environment before printing this email.

----- Original Message -----

From: "Mary Ward" <[mward@marlborough-ma.gov](mailto:mward@marlborough-ma.gov)>  
To: "job ads" <[job\\_ads@mma.org](mailto:job_ads@mma.org)>  
Sent: Monday, November 24, 2008 9:47:24 AM GMT -05:00 US/Canada Eastern  
Subject: Director of Personnel - Marlborough

Could you please provide me with a cost to run the attached ad in the MMA both online and in the Beacon?

-----  
**DIRECTOR OF PERSONNEL, CITY OF MARLBOROUGH**

Director of Personnel

*City of Marlborough*

The City of Marlborough (pop. 37,000), with approximately 1,500 active and 600 retired employees, seeks applicants for the Director of Personnel position. Responsibilities will include but will not be limited to: CBA negotiations, conflict resolution, employee relations, compensation, benefit administration, recruitment, budget preparation, policy and training development. Minimum qualifications: a Bachelor's Degree, in a related field preferred, a minimum of 5-7 years senior management experience with at least 2 of those years working in a municipality. Step Salary: \$63,122 – \$71,006 A full job

2/10/2009

description is available at [www.marlbrough-ma.gov](http://www.marlbrough-ma.gov). Please forward cover letter and resume to: Personnel Department, City of Marlborough, 140 Main Street, Marlborough, MA 01752, Deadline for applications is: **January 2, 2009**, AA/EEO

-----  
Thank you for your assistance in this matter and please feel free to contact me if you have any questions.

*Mary Ward*

Personnel Assistant  
City of Marlborough  
508-460-3705  
508-481-6354-Fax

Massachusetts Municipal Association

One Winthrop Square

Boston, MA 02110

(617) 426-7272 \* Fax (617) 695-1314

# Invoice

Date	Invoice #
11/28/2008	MMA 12561

Bill To
City of Marlborough 140 Main Street Marlborough, MA 01752 Attn: Personnel Department

		P.O. No	Terms	Tax Exempt No	Attendee	
		11/2008	upon receipt			
Qty	Item	Description			Rate	Amount
	Employ List	Employment Listings on MMA Website for Director of Personnel position			105.00	105.00
VENDOR # <u>2912</u>						
AMOUNT <u>\$105.00</u>						
ACCT # <u>11520004-53150</u>						
PO # _____						
APPROVED: <u><i>E. J. Ellis</i></u> (DEPT HEAD)						
					<b>Total</b>	\$105.00

**Director of Personnel**

*City of Marlborough*

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Invoice <

WEB only  
11/24/08

115 words = \$105