

# Town of Bloomfield

## INVITES CANDIDATES TO APPLY FOR: DIRECTOR OF HUMAN RESOURCES

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### Why Bloomfield offers a positive opportunity for the new Director of Human Resources

- Stable community related to finances, staff and elected officials
- Offers a integrated and diverse community
- Good economic development programs with large cooperation's, premier continuing care communities
- Town investing \$100 million in school facility improvement program
- Town owns award winning Wintonbury Hills Golf Course
- Strong support from the Town Manager and Town Council
- Opportunity to make a difference in the Human Resource Department

### COMMUNITY PROFILE AND HISTORY

#### **History of Bloomfield**

Formally incorporated in 1835, the Town of Bloomfield is rooted in a 1640 settlement known as Messenger Farms, located at the eastern end of what is now Park Avenue. Originally part of Windsor, the settlement slowly grew to more than 900 people by 1835. The formal incorporation of Bloomfield was spurred by the founding of a new parish called Wintonbury in 1736. "Wintonbury" is a composite of the names of the three founding towns of Windsor, Farmington, and Simsbury.

Traditionally an agricultural community, Bloomfield began to diversify its economic base after it was incorporated. Tobacco was added to the list of agricultural products, and numerous cider mills and a brandy distillery were built. The Prosser Inn on Simsbury Road housed the headquarters of the Hartford to Westfield stage line, and the Hartford to Tariffville stage line passed through the Town Center. Within thirty years of its incorporation, Bloomfield's new rail service included eight trains that traveled daily to and from Hartford, and was serviced by four stations in Town. In 1891, the Hartford Electric Light Company brought Bloomfield into a bright twentieth century. By 1920, the Town's population had grown to more than 2,000.

#### **Bloomfield Expands in the 1950s**

Until the advent of the automobile, growth in Bloomfield was restricted to those areas near rail, trolley, or bus lines. In the 1950s, the suburban exodus from Hartford began, adding to Bloomfield's population growth. It was accelerated by the construction of interstate highway Route 91,

which gave Bloomfield easy highway access via Windsor to downtown Hartford. Between 1950 and 1970, Hartford's population declined, while the populations of six suburbs contiguous to Hartford rose. Bloomfield's 220% growth rate topped all the other suburban towns by a wide margin. The expanding population spurred housing development and a fast-growing local economy brought industrial growth to the Town.

This expansion continued through the 1970s, when Bloomfield's population neared 20,000. In 1973, the Town of Bloomfield was named an All-American City, an award that recognized Bloomfield's success as an ethnically and culturally diverse community.

Bloomfield has become an important focus of commercial development in the Boston-New York corridor, providing business, goods, and services to north central Connecticut and beyond. Yet, Bloomfield maintains the rural beauty and charm of a New England town.

#### **A Few Facts about Bloomfield,**

The Town of Bloomfield encompasses 26.4 square miles, with an estimated population of 20,000. Bloomfield is located in north central Connecticut, just 10 minutes west of the state capitol of Hartford. Bloomfield is approximately 10 minutes from Bradley International Air-

port and has easy access to Interstate Routes 84 and 91. Bloomfield; it's a perfect combination of suburban, modern, and historic housing and services.

- Bloomfield is strategically located half-way between Boston and New York City
- It is a destination and a stopping-place for vacationers touring New England,
- The commercial development is dynamic and expanding responsibly
- Bloomfield is home of world-class institutions such as CIGNA and MetLife Insurance Companies
- A former agricultural community, it still has large tracts of natural and undeveloped land that attract hikers, cross-country skiers, and nature enthusiasts
- The housing prices are reasonable, and housing construction is steady

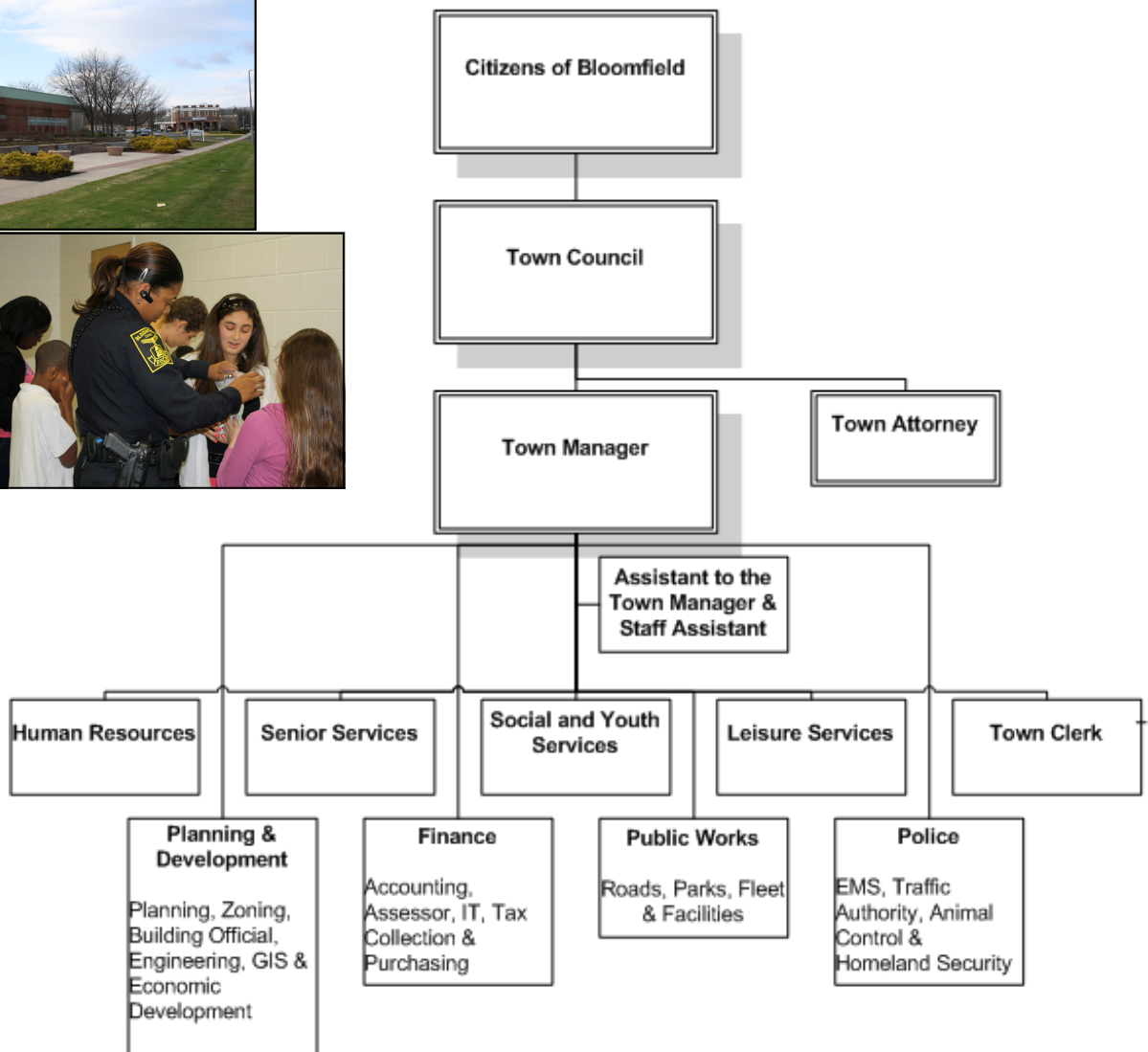


## Form of Government

Bloomfield follows a Town Manager-Town Council form of government. The Town Manager acts as the Town’s “chief administrative officer,” implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department heads including the Chief of Police. The Council is the Town’s elected legislative body, with the responsibility of setting Town policies.

## Bloomfield Organizational Chart

### Town of Bloomfield, CT



## **Director of Human Resources—Job Description**

To direct the programs and activities of the Human Resource Department in the functional areas of recruitment and termination practices, labor relations, workers compensation, retirement, employee benefits, performance evaluation process, compensation and classification systems, human resources policies and procedures, etc.

- Supervises two Human Resources Assistants
- Develops, evaluates and administers human resource policies and procedures for all departments
- Supervise and oversee workers compensation claims
- Supervise, oversee, and perform recruiting services for all positions including police
- Develop, supervise and conduct employee orientation sessions and enroll employees for various employee benefits and enter employees into the HRIS (Munis Financial & Payroll System)
- Assist other departments with resolving personnel issues or questions related to Town Personnel Policy or Union Contract Administration
- Serve as second step or third step in the grievance process under the direction of the Town Manager and serves as first or second chair for all union contract negotiations.
- Prepares and administers operating budget for department; presents budget to the Town Manager.
- Develops, promotes and conducts various training workshops and employee development programs
- Supports all department heads and employees related to employee relations, personnel rules and regulations and employee benefits.

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## **Characteristics of the Ideal Candidate**

- A manager who supports department heads, who is a partner with the Town Manager and provides a customer friendly service to employees and applicants
- Keeps the Town Manager informed and up-to-date on new human resources rules and regulations
- Values the employees with an open door policy that promotes service such as employee benefit programs and training
- A person with professional integrity and sets the tone for the office through respect and confidentiality
- Open to new ideas or looks for creative ways to recruit high quality employees
- Provides Town Manager with solutions and recommendations related to personnel issues
- Ability to work with a culturally diverse community and staff
- Excellent written and verbal communication skills
- Thorough knowledge of the principles and practices of human resources, recruitment methods, state and federal statutes, labor relations, workers compensation and employee benefits

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### **Qualifications:**

The qualifications required would generally be acquired with a Bachelor's Degree in Public Administration, Human Resources or related field (Masters Degree preferred) and over seven years increasingly responsible work experience including three years in a supervisory capacity; or an equivalent combination of experience, education and training.



## **Challenges and Opportunities**

- Revise the Town Personnel Policies—top priority
- Improve the culture of the department—make the office more approachable and customer friendly
- Review recruitment methods to insure consistent procedure and look for new creative ways to approach police officer recruitment and manage an influx of summer employees
- Improve the time it takes to fill a vacancy
- Establish a Section 125 program for employees
- Explore new ways to save money on health benefits
- Develop a new employee orientation program that promotes customer service and public service
- Review HRIS program and the options for better use as well as smoother transition of employees into the payroll system
- Coordinate more professional development for all levels of employees
- Improve records management
- Establish better controls on workers compensation to save money and return employees to work as quick as possible



## **Compensation and Application Process**

The starting salary for this position is negotiable depending on qualifications & experience - (Salary Range-\$72,000-\$95,000) with an excellent benefits package which includes:

- ICMA Retirement Corporation – Plan Options
- Professional Membership
- Health Benefits and other employee benefits

For more information see the Town web site: [www.bloomfieldct.org](http://www.bloomfieldct.org)

Bloomfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this Position of Director of Human Resources in the Town of Bloomfield please mail or email your resume and cover letter immediately (deadline is January 22, 2010) to:



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