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**Sec. 2-311. - Established; qualifications and term of personnel administrator.**

(a) There is hereby established in the City of Holyoke the department of personnel, the head of which shall be appointed by the mayor subject to confirmation by the city council and shall be known as the personnel administrator.

(b) The personnel administrator shall have a term of office of five years from the date of appointment.

(c) The personnel administrator shall have, prior to his appointment, at least five years' experience as a personnel director, assistant personnel director, public administrator, business administrator or similar position in a comparable field with knowledge of federal and state wage hour laws, counseling, affirmative action, labor laws, recruitment and compensation in public or business enterprises. The said administrator shall have at least a bachelor's degree in a related subject and preferably a master's degree in a related subject.

(d) The personnel administrator shall hold office until his successor has been appointed and sworn in, or until removed for cause.

(e) The personnel administrator shall be a resident of the City of Holyoke. In the event that the person is not a resident of the city when appointed, they shall become a resident within six months of their confirmation by the city council. This section shall not apply to any person so appointed whose spouse has a residency requirement in effect in another community within the commonwealth at the time of appointment. However, in the event that the spouse's residency requirement no longer exists, the administrator shall become a resident of the city within six months of the expiration of the spouse's residency requirement. *(Code 1972, § 2-310; Ord. of 5-15-12 [106th amd.], § 1)*

**Sec. 2-312. - Duties of personnel administrator.**

(a) It shall be the duty of the personnel administrator to be responsible for providing guidance on human resource policy development and implementation, staff orientation, maintenance of the job evaluation program, coordination of labor relations issues and maintenance of personnel records.

(b) Responsibilities include the following:

- (1) Approve job descriptions and maintain the job evaluation system.
- (2) Analyze salary structure and recommend changes.
- (3) Approve personnel change of status recommended by department heads, including hires, transfers, promotions, demotions and discharges.
- (4) Coordinate the hiring process.
- (5) Establish an employment application, reference referral and search process.
- (6) Establish an internal job posting process and application process.
- (7) Establish and maintain an orientation process for all new employees, ensuring that all benefit and tax forms are completed.
- (8) Establish personnel records for all city employees.
- (9) Ensure that the city is in compliance with government regulations, such as affirmative action and the Fair Labor Standards Act.
- (10) Coordinate all benefits such as medical insurance, vacation and sick leave policy, retirement benefits, etc.
- (11) Ensure that employees are informed about any benefit changes.
- (12) Serve as primary liaison with insurance carriers and seek alternative bids when appropriate.

- (13) Establish a disciplinary procedure for employees not covered by collective bargaining agreements.
- (14) Establish a formal grievance process.
- (15) Counsel employees individually or in groups regarding personnel issues.
- (16) Oversee any employee training programs.
- (17) Assist with labor negotiation strategies, and obtain comparative salary/benefit information.
- (18) Recommend personnel policy changes.
- (19) Prepare a personnel handbook.
- (20) Represent city on personnel issues as appropriate.

(c) The administrator shall function at the department head level and report administratively to the mayor. *(Code 1972, § 2-311)*

**Sec. 2-313. - Authority of personnel administrator to require information from departments.**

The personnel administrator shall have the power and authority to call upon the head of any department or member thereof to furnish information essential to the proper operation of all functions under this division.

*(Code 1972, § 2-312)*

**Sec. 2-314. - Removal of personnel administrator.**

The personnel administrator may be removed for cause by the mayor, subject to approval of the city council, upon written notice stating the reasons thereof.

*(Code 1972, § 2-313)*

**FOOTNOTE(S):**

<sup>(14)</sup> **Cross reference**— *Officers and employees generally, § 2-31 et seq. [\(Back\)](#)*