



TOWN OF RAYNHAM

HUMAN RESOURCES MANAGER

The Town of Raynham seeks a Human Resources Manager to support the Town Administrator and the Select Board in the administration of human resource (HR) functions, including administering policies, collective bargaining agreement provisions and state and federal laws relating to human resources.

KEY RESPONSIBILITIES

- Monitors and reviews current personnel policies, salary structures, collective bargaining agreements and recommends changes
- Oversees proper collection and storage of employment documentation stored in centralized employee files
- Develops and manages human resources related policies and standard administrative procedures
- Coordinates employee training and professional development
- Manages the recruitment process working with department heads on process, procedure, and documentation
- Coordinates reference checks, CORI checks, and post offer testing requirements
- Conducts onboarding of new employees providing information on policies and benefits
- Serves as a resource for employees and managers on grievances and concerns
- Manages leave policies, including FMLA
- Coordinates benefit programs
- Manages workers' injury programs and works with third party administrators to coordinate claims
- Communicates and supports town department heads and employees for legal compliance with local, state, and federal requirements and to identify and resolve personnel issues early on
- Assists the Select Board, Town Administrator, and department heads with performance evaluations
- Assists Select Board and Town Administrator negotiating contracts, making recommendations to annual contracts, and changes to personnel policies
- Coordinates off boarding of staff; ensures retirement recognition process is in place for applicable employees
- Supports employee growth with career development initiatives such as workshops, seminars, certification, and higher education guidance

IDEAL CANDIDATE TRAITS

The ideal candidate will have knowledge, skills, and abilities with the following:

- Massachusetts General Laws related to essential functions.
- Communication across broad stakeholders including residents, applicants, employees, and officials
- Advising and assisting department heads on HR, employee, and labor relations
- Benefit administration and enrollment
- Recruitment, selection and retention, retirement
- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Unemployment
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Workplace Safety
- Workers' Compensation and Injured on Duty
- Classification and Compensation
- Collective bargaining agreement administration
- Professional development and training
- Employee relations
- Performance evaluation and management
- Conflict resolution
- Confidentiality
- Discrimination laws and regulations



THE TOWN OF RAYNHAM

The Town of Raynham, Massachusetts is a community of approximately 15,100 residents. It enjoys a tradition of responsive government services, strong citizen engagement, and vibrant economic development.

Incorporated in 1731, Raynham is 20.5 square miles, located approximately 44 miles south of Boston. Raynham shares borders with several neighboring towns including Bridgewater, Easton, Middleborough, West Bridgewater, and the City of Taunton. Raynham is centrally located at the crossroads of Route 24, 44 & I-495 (as well as Route 138 & 104) and is a hub of residential and commercial activity. Raynham Woods Commerce Park, a 330 acre site, is home to some major corporations and is one of the premier industrial parks in Southeastern Massachusetts.

Raynham's governance includes a three-member Select Board, which serves as the Town's executive body. The Board appoints a Town Administrator who is the Chief Administrative Officer, who is charged with the policy initiatives of the Board and managing the Town's day-to-day administrative and operations affairs. Town By-laws are the primary governing authority of the Town, as Raynham does not have a Charter.

QUALIFICATIONS

Bachelor's degree in public administration, Business Administration, Human Resources Management, or related field, plus 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience.

SALARY AND BENEFITS

Raynham is an excellent place to work and has an attractive benefits package. The Town contributes 70% towards the cost of an HMO or PPO health insurance plan. Other benefits include a defined benefit pension program, generous vacation package, life insurance options, a dental plan option, and deferred compensation options. The Town anticipates negotiating a regionally competitive total compensation package with the chosen candidate \$65,000 - \$75,000 DOQ. The work schedule includes half day on Fridays and a late Tuesday evening (33.5 hours/week).

APPLICATION AND SELECTION PROCESS

Please submit a resume and cover letter detailing your interest and qualifications to the Collins Center for Public Management recruitment email: CollinsCenterRecruit@umb.edu. Please submit all documents in a single PDF file and include your **LAST NAME** and **HR as the file name** and in the email subject line. The position will remain open until it is filled. Resume review will begin October 26, 2026. Candidates are encouraged to apply early.

The Town of Raynham is an equal opportunity employer, values and embraces diversity, and encourages applications from all qualified candidates.

An interview team will review all resumes to determine which candidates to invite for a preliminary interview. Final interviews will be conducted by the Select Board, the appointing authority.

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