Presentation Resources

MMA Reframing Municipal Recruitment

Setting the Table: Vacancies & Advertising
March 15, 2023

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Town of Danvers Human Resources Department

1 Sylvan St, Danvers, Massachusetts 01923 | p: 978-777-0001 | F. 978-777-1025 www.danversma.gov | HR@danversma.gov

Advertising & Recruitment Resources

- 1. Attend college and high school job fairs. We have also worked with MassHire to create a North Shore Municipal career fair (here is a link to a presentation we did on recruitment on the North Shore, we focus on the career fair but discuss some other strategies we used, https://www.mma.org/mmhr-discusses-municipal-hiring-strategies/)
- 2. Advertise on college job boards and alum job boards
- 3. Social media and LinkedIn ask colleagues, department directors, team members, etc. to reshare and help spread the word
- 4. Ask the schools to send our flyers home with students. Parents will read. We have hired a few positions and people indicated that is how they found out about the job.
- 5. Hang flyers in the local coffee shop, building supply stores, medical facilities, and other local businesses don't underestimate the power of an old school flyer!
- 6. We have also started making graphic ads that are more visually appealing. I have attached a couple.
- 7. Specific to MassHire we email our job postings to them. We reached out and made a connection with their team to understand the best way to get information to them.
- 8. Work with neighboring communities. we have referred people to another community who may have an opening that is a better fit for a candidate than our positions and visa versa. This may seem a bit crazy, since we are all looking for the best talent. We try to remember that we aren't necessarily competing with our neighbors but supporting them.
- 9. Share ads on local radio stations and cable access
- 10. Attend local events (kindergarten sign up, sporting events, pancake breakfast, community fairs) and set up a table to share information.
- 11. Have hiring information available at the library include large posters with openings and applications.
- 12. Sign on bonus and referral bonus we will be launching this program in the next two weeks. Salem has the program in place (they speak about it in the presentation links in #1)



Division Specific Advertising Locations:

a. Accounting/Finance

- i. Massachusetts Association of Municipal Auditors and Accountant Association
 - 1. https://mmaaa.wildapricot.org/

b. Assessors

- i. Massachusetts Association of Assessing Officers (MAAO)
 - 1. https://maao.org/

c. Building/Inspectional Services

- i. Massachusetts Building Commissioners and Inspect Association (MBCIA)
 - 1. https://www.mbcia.org/

d. Planning positions:

- i. Planning Association Massachusetts (APAMA)
- ii. MALSCE
- iii. https://www.bsces.org/jobs
- iv. Find Jobs MALSCE

e. Public Health

- i. Massachusetts Association of Health Boards
 - 1. https://www.mahb.org/
- ii. Massachusetts Association of Public Health Nurses
 - 1. https://www.maphn.org/
- iii. Massachusetts Environmental Health Association
 - 1. https://maeha.org/
- iv. Massachusetts Health Officers Association
 - 1. https://mhoa.com/
- v. Massachusetts Public Health Association
 - 1. https://mapublichealth.org/

f. Engineering

- i. Massachusetts Society of Professional Engineers
 - 1. https://mspe.com/
- ii. Massachusetts Association of Land Surveyors and Civil Engineers
 - 1. https://www.malsce.org/
- iii. Boston Society of Civil Engineers
 - https://www.bsces.org/#:~:text=Welcome%20to%20BSCES,across%20the%20C ommonwealth%20of%20Massachusetts.

g. Purchasing

- i. Massachusetts Association of Public Purchasing Officials
 - 1. https://www.mappo.org/

h. Council on Aging/Senior Center

- i. Massachusetts Councils on Aging
 - **1.** https://mcoaonline.com/#:~:text=Who%20We%20Are,%2C%20lead%20healthy%2C%20purposeful%20lives.
- i. IT
- i. Massachusetts Government Information System Associations
 - 1. https://mgisa.org/
- j. Recreation
 - i. Care.com
- k. Town Clerk



- i. New England Association of City and Town Clerks
 - 1. http://www.newenglandclerks.org/content/121/default.aspx
- ii. Massachusetts Town Clerks Association
 - 1. https://www.masstownclerks.org/

I. Town Manager

- i. Small Town Administrators of Massachusetts (STAM) via MMA
 - **1.** https://www.mma.org/members/managers/small-town-administrators-of-massachusetts/
- ii. Massachusetts Mayor's Association via MMA
 - 1. https://www.mma.org/members/mayors/
- iii. Women Elected Municipal Officials (WEMO) via MMA
 - 1. https://www.mma.org/members/wemo/

m. Treasurer/Collector

- i. Massachusetts Collectors & Treasurers Association (MCTA)
 - 1. https://www.masscta.com/
- ii. Northeast Regional Tax Collectors and Treasurers Association
 - 1. https://www.nrtcta.com/index.html

n. Veterans' Services

- i. National Association of County Veterans Service Officers
 - 1. https://www.nacvso.org/



Website	Price/Notes
www.diversity.com Recommended by three different towns and MMHR.	Option 1: 30 Day posting \$180. Option 2: 60 days posting \$210. (Includes the items below) They have many options but they are over \$800.00
	 Each job advertised nationwide immediately No add-on costs – inclusive pricing Report expired jobs until filled at no additional cost. Anytime online editing
www.professionaldiversitynetwork.com	Two Options - \$495 for basic posting of 60 days. \$795 for Premium 90 Days. This will be posted on the websites below: 1. Pro Div Net 2. IHispano 3. ProAble 4. Military 2 Career 5. Out Pro Network 6. Women's Career Channel 7. Black Career Network 8. Asian Career Network
www.baystatebanner.com	Advertising Request: ads@bannerpub.com (Waiting to hear back on prices)
Mass Hire	
www.employdiversity.com	Posting for 60 days - \$150 Posting for 60 Days - \$500 (for 5 Job Posting)
The Urban League	Basic \$250
Available Offers NUL Jobs Network www.nababoston.org	Premium \$399 National Association of Black Accountants (must be a member to post a job)
www.allbilingualjobs.com	\$159
<u>Www.diversityjobs.com</u>	\$225.00 (30 Days) Will also be posted on: www.blackcareers.org
www.workdiversity.com	Single Job Posting: \$200 60 Day Single Job Posting on workplacediversity.com WorkplaceDiversity.com Network



	Single Job Posting \$295
	60 Day Single Job Posting on the WorkplaceDiversity.com Network of sites:
	WorkplaceDiversity.com VeteransConnect.com DisabilityConnect.com HispanicDiversity.com OutandEqual.com AllDiversity.com
	sales@workdiversity.com 973-992-7311
Other Sites:	www.Indeed.com
	www.linked.com
	www.blackboston.com/gigs



Building Inspector - Inspectional Services

Looking for a highly engaging office? The Town of Danvers welcomes applications for the full-time position of Building Inspector. In 2022, our reporting shows 3,357 permits were issued in total last year. This includes residential, commercial, plumbing and electric! Variety of duties include, inspecting new and existing buildings to ensure conformity with structural requirements, conducting annual business inspections, issuing certificates, responding to inquiries, and enforcing compliance with regulations. This position must adhere to applicable provisions of the M.G.L., local regulations, and bylaws, and reports to the Building Commissioner.

Danvers is a reputable Town on the North Shore, providing a supportive and welcoming environment for Town staff, including a commitment to professional development and policies that support a healthy work/life balance.

The Town will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required.

QUALIFICATIONS

Two (2) year Associate Degree in a field related to building construction or design, or experience comparable to expert knowledge of applicable codes, statutes (including MGL 40A), rules, regulations, and bylaws. At least five (5) years' experience in the supervision of building construction or design, or an equivalent combination of education and experience. For more information on the qualifications, please visit our website.

BENEFITS

- Health Insurance
- Dental Insurance
- Voluntary Vision Insurance
- Retirement Plan
- Town Match to 457B Plan
- Educational Opportunities
- Paid Time Off
 SALARY RANGE
 \$67,377-82,069DOQ
 Plus, a \$3,600 annual vehicle
 allowance

The Town of Danvers is proud to be an Equal Opportunity Employer.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact us at employment@danversma.gov or (978) 777-0001 x3030 in advance to request assistance.

IMPORTANT DETAILS

A full job description is available on our website www.danversma.gov/jobs

Applications accepted until position is filled.

TOWN OF DANVERS

Human Resources Department www.danversma.gov/jobs employment@danversma.gov 978-777-0001 x.3030







HR Manager | Human Resources Department

The Town of Danvers is a politically stable and professionally managed community on the North Shore, providing a supportive and welcoming environment for all Town staff, including a commitment to professional development and policies that promote and support a healthy work/life balance.

We are looking to add a qualified HR Manager who has experience with state & federal law, personnel policies and regulations, recruitment, employee relations, policy development, labor relations and other common HR responsibilities.

The Town will consider any combination of relevant work experience, volunteerism, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required. Other members of the HR team bring a wide range of skill and experience which allows the Town to consider an extensive range of candidates.

QUALIFICATIONS

- Bachelor's Degree in Human Resources Management, or related field.
- 5-7+ years of progressively responsible experience in municipal human resources experience preferred.
- Demonstrated experience with personnel management and policy development is strongly preferred.
- Advanced understanding of computers, including Microsoft Office is required.
- VAlid Massachusetts driver's license required.

BENEFITS

- Health Insurance
- Dental Insurance
- Voluntary Vision Insurance
- Retirement Plan
- Town Match to 457B Plan
- Educational Opportunities
- Paid Time Off

SALARY RANGE

\$71,349 - \$86,925 DOQ

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Please contact us at employment@danversma.gov or (978) 777-0001 x3030 in advance to request assistance.

IMPORTANT DETAILS

A full job description is available on our website www.danversma.gov/jobs

Applications accepted on an ongoing basis

TOWN OF DANVERS

Human Resources Department www.danversma.gov/jobs employment@danversma.gov 978-777-0001 x.3030







Town of Danvers Office of the Town Manager

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Memorandum

To: Mark Lentine, AFSCME Union President

From: Jen Breaker, Assistant Town Manager

Date: April 5, 2022

Re: Proposed Pathway Program – Water & Sewer Operator II Position

As you know, recruitment is currently challenging, and finding qualified candidates is extremely difficult. The Town has committed to thinking creatively about ways to reach new candidates and fill positions.

Specifically, the Operator II positions with the Water & Sewer division have been vacant since 2020. While discussing ways to fill these positions that require several particular licenses and training, we developed the idea of a Pathway Program.

The Pathway Program would allow the Town to hire an entry-level position (Laborer) with the ability to train and educate that employee and progress them to the Operator I position and into the Operator II position. Below is a summary of expectations for this program.

- 1. The Town will advertise the position as a pathway position that will start as a laborer and progress to Operator I and then Operator II. Progression will happen along a specific timeline and with predetermined qualifications.
- 2. The expectation is to hire someone as a laborer, move them to an Operator I within 24 months of hire, and to an Operator II within 18 months of the move from Operator I. If the employee meets the qualifications for movement before the maximum timeframe, they could be moved sooner.
- 3. There will be specific qualifications for movement (determined from the job descriptions of the Operator I and II positions). If the employee fails to meet the minimum requirements, they will be terminated from the program and may be terminated from their employment with the Town.
- 4. The Town will include the program details and timeline in the advertisement and the offer letter to the candidate.
- 5. This Pathway Program will only progress someone to the position of Operator II. After completing the Pathway Program, the employee would be eligible and follow the typical promotional process.
- 6. We are seeking support from the union for this trial program and the ability to:
 - a) Automatically move the employee hired into the Operator I and then Operator II position (without posting)
 - b) Ability to terminate employment if the employee fails to meet the pathway program deadlines at their fault. If a class or program isn't held or dates changed, that isn't considered the employee's fault. The Town would provide additional time to complete the training - just as we do now.

We have been working on a revised Laborer job description for the Water & Sewer division, which can be provided within the next few days. The Pathway Program for the Operator II position would be a trial program with one candidate. If successful, we would be looking to schedule additional discussions about using this program again in the future.



CITY OF SPRINGFIELD

WE ARE HIRING FOR OUR GOLF COURSES!

POSITIONS:

GOLF ATTENDANT
GOLF COURSE WORKER

DETAILS:

\$15.00 PER HOUR
SEASON RUNS APRIL-NOVEMBER
FLEXIBLE HOURS

APPLY NOW!







Opportunity Awaits!



Join our Shrewsbury Team in the Office of the Town Clerk as the new

OFFICE ASSISTANT

Contact Kristina Ordung kordung@shrewsburyma.gov or Christine Mattero cmattero@shrewsburyma.gov with any questions and visit shrewsburyma.gov/Jobs.aspx for more information!



Join the Shrewsbury Police Department!







Police Officer (Lateral Transfer Opportunity)

Shrewsbury Police Department

CONTACT KRISTINA ORDUNG AND CHRISTINE MATTERO FOR QUESTIONS:

kordung@shrewsburyma.gov cmattero@shrewsburyma.gov