

MASSACHUSETTS STATE LOTTERY COMMISSION JOB DESCRIPTION
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Title: Deputy Director of Human Resources

Location:	Dorchester Headquarters
Department:	Human Resources
Supervision Received:	Assistant Executive Director/Director of Human Resources
Supervision Exercised:	Assistant Director, Workforce Management Assistant Director, Employee Programs Assistant Director, Payroll Assistant Director, Talent Acquisition
Grade:	Non -Union
Salary Range:	Confidential

JOB SUMMARY:

The Deputy Director of Human Resources is responsible for the day-to-day operations of the Human Resources Department, including but not limited to planning, designing, organizing, and providing direction and oversight for comprehensive human resources programs and activities that will improve the overall operation and effectiveness of the Lottery and its workforce. These programs and activities are in the areas of talent management and acquisition, employee engagement and program development, DE&I, payroll and benefits, employee relations, and compliance. The role will also provide supervisory support to the following Human Resource functions: leave administration, disability, and religious accommodations, employee investigations, grievances & arbitrations, collective bargaining, performance management, labor/management, compensation reviews, and Massachusetts Equal Pay Act inquiries.

The Deputy Director of HR is responsible for overseeing and reviewing all human resources operations that require authorization and ensuring that all policies, programs, and procedures are in compliance with state and federal laws, regulations, and guidelines are adhered to by the Lottery and aligned with its mission and objectives. Design and enhance human resources programs that will improve the overall operation and effectiveness of the Lottery.

ESSENTIAL FUNCTIONS:

- Assists with the evaluation and advising of the impact of long-range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of staff.
 - Assist with the development of organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
 - Provides consultation to management on strategic workforce plans, talent management, organizational development, wage and salary administration and professional development.
 - Oversees the administration of employee programs promoting a workplace culture that enables employees to perform in accordance with the department's mission, goals and objectives.
 - Oversees the administration of the Lottery's employee performance management program and ensures compliance with collective bargaining agreement.
 - Oversees the implementation and administration of HR programs; and serves as lead on designated HR strategic initiatives.
 - Participates in HR Strategic planning and policy development.
 - Recommends HR initiatives and programs for consideration and approval of the Assistant Executive Director/Director of HR and the Chief Operating Officer.
 - Analyzes and evaluates business (operational) policies practices and human resources guidelines/procedures to determine efficiency and effectiveness in achieving department goals and objectives.
 - Develop and implement solutions to address identified issues through new or revised operating procedures and policies, automation of business procedures and processes, organizational changes and other creative initiatives.
 - Advises and assists Directors and Department Heads on Human Resource issues, policies and practices.
 - Advises the Assistant Executive Director/Director of HR and the Chief Operating Officer and participates in labor/management meetings and collective bargaining matters.
 - Provide data to the Executive Director, Assistant Executive Directors and Assistant Directors regarding employee rights and responsibilities under the collective bargaining agreement.
 - Keeps abreast of developments in the field of human resources; evaluating their possible adoption to strengthen the effectiveness of present services and programs and to improve employee morale.
 - Maintains confidentiality of employee's files/data both electronic and paper at all times and of information gained from conversations or by other means that relates to employees.
 - Supervise Talent Acquisition functions including recruiting, interviewing, and Onboarding/Offboarding.
 - Supervise Leave Administration functions such as FMLA, PFML, Paid Parental Leave, ADA, and reasonable accommodations for medical and religious requests.
 - Complies with all regulations, laws and statutes governing the employee-employer relationship.
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PREFERRED QUALIFICATIONS:

- Knowledge of principles and practices of management including planning, organizing, directing, motivating and decision making.
- Familiarity working with unions and implementing collective bargaining agreements.
- Knowledge of the principles, practices and techniques of supervision and employee relations.
- Ability to direct technical and administrative functions and activities in the Human Resources field.
- Demonstrated ability to lead and develop Human Resources staff members.
- Demonstrated ability to assign tasks and delegate responsibility, to motivate people to achieve the established goals of the Lottery Commission.
- Knowledge of state and federal laws specific to Human Resources and Leave administration.
- General knowledge of various employment laws and practices, and applicable rules and guidelines covering the paid leave & benefits, as well as other Lottery rules and guidelines.
- Knowledge of technology and human resource information systems (HR/CMS) to support HR activities.
- Strong coaching, interpersonal, organizational, communication and writing skills.
- Knowledge of the principles of job analysis & classification.
- Knowledge of principles and practices of wage and salary administration.
- Knowledge of the types and content of a wide variety of occupations common to the public sector.
- Knowledge of interviewing techniques.
- Ability to apply employee assistance techniques.
- Ability to conduct trainings and briefings.
- Ability to analyze and determine the applicability of workforce data, to draw conclusions and to make appropriate recommendations.
- Strong oral and written communications skills
- Ability to establish and maintain harmonious relationships with all levels of the organization.
- A demonstrated ability to attain goals and simultaneously manage various programs.
- Knowledge of the techniques of conducting performance evaluations.
- Ability to appropriately handle sensitive and confidential matters.
- Possesses a high degree of confidentiality. Ability to exercise discretion in handling confidential information.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point).

PREFERRED EDUCATION AND EXPERIENCE

Ten (10) years of full-time, or equivalent part-time professional experience in Human Resources, of which at least five (5) years in a management/supervisory capacity. A Bachelor's degree in Business Management, Human Resources or related field. A graduate degree may be substituted for two (2) years of experience. SPHR and/or SHRM-SCP licenses.

To be considered for this position, please submit your resume or application to the attention of Human Resources, Massachusetts State Lottery Commission, 150 Mount Vernon Street, Suite 300, Dorchester, MA 02125. Materials may also be sent electronically to humanresources@masslottery.com

The Massachusetts State Lottery Commission is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

**Application Deadline
Posted until Filled**