



CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-THREE

SPONSORED BY: Kassandra Gove, Mayor

At the meeting of the Amesbury City Council held on March 14, 2023, the following action was taken:

**ADMINISTRATIVE ORDER
2023-02**

Pursuant to Section 6-1(a)(2) of the Amesbury Home Rule Charter, city government is hereby reorganized, upon effect of this order, as follows:

Administration and Finance

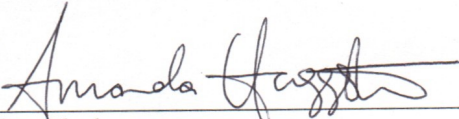
The position of Human Resources Director is hereby created and established upon effect of this order. The Human Resources Director will report to the Chief Financial Officer.

The Human Resources Director shall:

- Provide strategic planning and technical assistance on all human resource functions including recruitment, compensation, labor and employee relations, and benefit administration.
- Perform, administrative, supervisory, and professional work in recommending, setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices.
- Ensure compliance with labor and employment laws and regulations.
- Provide human resource guidance, counsel, and judgment to City management.
- Oversee benefit administration for all City employees and retirees.
- Be responsible for the direct supervision of the City's *Payroll / Human Resources Coordinator*.

Councilor Scott Mandeville moved to approve administrative order 2023-02 as presented. He was seconded by Councilor Roger Deschenes. A roll call vote was taken and the motion passed unanimously (7 present-Frey & Lennon absent).

Witness my hand and seal for the City of Amesbury this 15th day of March 2023



City Clerk

March 15, 2023

Date