



**Oscar Shelton, Director**  
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**Annex Building**  
**2nd Floor**  
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Email: [war.personnel@warwickri.com](mailto:war.personnel@warwickri.com)

**Description:**

To provide personnel-related support and services to employees, departments and the public. This will include recruiting qualified individuals for employment; researching, developing and administering examinations utilized in the selection process; negotiating and administering four union contracts, including handling grievances and arbitrations; administering and maintaining employee benefits; developing and enforcing policies; administering programs related to training, safety, wellness, workers' compensation and others; maintaining personnel information for employees; and performing other required functions.

**Major Responsibilities:**

- Providing services including guidance to employees, departments, and the public concerning personnel issues
- Recruiting qualified applicants for City positions
- Researching, developing, and administering examinations used in the selection process
- Handling all union matters
- Administering and maintaining fringe benefits
- Administering programs related to training, workers' compensation, safety, wellness and others
- Handling employee retirement applications and related functions
- Responsible for all other Personnel-related functions such as COBRA, ADA, FMLA, laws, policies and others.

### **Primary Goals**

The Personnel Department's goal is provide all citizens a fair and reasonable opportunity to serve and receive quality public service by following the provisions of the City's [Personnel Merit System Ordinance](#) and all State and Federal Standards.

The City of Warwick is an Equal Opportunity Employer where there shall be no discrimination based on race, creed, color, national origin, sex, age, sexual orientation or political affiliation; hiring lists are established for classified positions through the completion of an application and testing process; the City also complies with the provisions of all Federal and State standards.

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### ***Additional Resources***

[Comprehensive City Directory](#) - A complete list of links, email addresses, and phone numbers for every department, division, and service.

[Employment Opportunities](#) - Review the positions that are available within the City of Warwick and apply online.

[Municipal Contracts](#) - Review the contracts between the City of Warwick and its municipal unions.

[Rhode Island Department of Labor and Training](#) - Through this online resource, understand the wide range of employment issues within the State of Rhode Island.

FAQ's - Review some of the common questions individuals have regarding employment within the City of Warwick. (COMING SOON)