

Job Title	Human Resources Director
FLSA	Full-time, Exempt (non-union)
Salary	TBD
Reports To	Deputy General Manager of Administration

Job Purpose

The primary duties of the Human Resources Director are to act as a strategic partner by providing adequate staffing levels and assist in development of policies and procedures that are compliant with Federal, State, local laws, rules and regulations.

Duties and Responsibilities

- Conduct employee interview(s), process new hires, pre-employment testing, consisting of Department of Transportation (DOT) and Non-DOT reference and background inquiries, negotiate and prepare employment offers.
- Conduct performance measures to evaluate the effectiveness of training and to ensure assignments are being performed within company standards. Manage/participate in onboarding activities for new hires.
- Supervise/manage the activities of the Human Resources Assistant
- Advise, train and provide guidance to supervisors, managers, and directors in the areas of contract administration and interpretation, grievance processing, human rights cases, Federal Medical Leave Act (FMLA), employee discipline administration and unemployment benefit hearings.
- Develop employee evaluation packages and conduct employee reviews.
- Participate in the collective bargaining process between the company and the Amalgamated Transit Union, Local 517.
- Develop and maintain a company succession plan to forecast the company workforce needs. Maintain and monitor employee database, which includes, direct payroll processing oversight.
- Responsible for the administration of the employee benefits, which includes: managing, advertising and negotiating medical, life, dental, vision, short/long term disability and worker compensation insurance programs.
- Work in conjunction with the insurance broker to identify maximum coverage that is most cost effective for the company.
- Host an annual employee wellness fair to promote wellness and to provide services and information to all employees.
- Perform administrative oversight for all safety-sensitive testing protocols.
- Maintain and enforce up-to-date Drug and Alcohol policy.
- Responsible for enforcing Federal laws that make it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.
- Address and respond to any external/internal charges of discrimination filed. Responsible for Federal Transportation Administration (FTA) mandatory plan update and triennial reporting.
- Management of the random/pre-employment/post-accident/follow-up drug and alcohol testing as outlined in the company’s policy, in accordance with the Federal Transportation Administration (FTA) rules and regulations.
- Work in conjunction with the Employment Assistance Program (EAP) and Substance Abuse Program (SAP) in the development of treatment programs within guidelines of the policy.
- Provide training to staff and supervision to stay abreast of Federal rules, regulations and requirements. Generate and submit mandated FTA Data Management Information System (MIS) Report annually.
- Monitor and track incident/accident reports, serving as a legal liaison for the company.
- Other duties as assigned

Minimum Qualifications

Gary Public Transportation Corporation is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sexual preference, sex, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.

Revised June 14, 2021

Human Resources

- Bachelor's Degree or higher in Human Resources or related field required or
- 5+ years' experience in Human Resources Department
- 3+ years' experience in a HR leadership position
- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
- PHR certification preferred
- Excellent communication, leadership and planning skills

Working conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.