

Gary Public Transportation Corporation

Full/Administration
FLSA Status: Exempt
EEO Category: Professional

POSITION: HUMAN RESOURCES DIRECTOR
DIVISION: HUMAN RESOURCES
REPORT TO: GENERAL MANAGER

MAIL RESUME TO:

GARY PUBLIC TRANSPORTATION CORPORATION
ATTN: HUMAN RESOURCES DEPARTMENT
100 W. 4TH AVE., 3rd floor
GARY, IN 46402

EMAIL:

HR@gptcbus.com

FAX:

219-881-2559

General Summary: The primary duties of the Human Resource Director includes, but is not limited to; maintaining current applicable Federal, State, and local standards, guidelines and regulations, recruitment and hiring of new employees, for all employment levels. Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Responsible for serving as a strategic partner by providing adequate staffing levels and assist in development of policies and procedures that are in compliance with Federal, State, local laws, rules and regulations. Conduct employment 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. 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. Developed and maintain a company succession plan to forecast the company workforce needs. Maintain and monitor employee data base, 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. Working 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's for all employees.

Serves as the Equal Opportunity Compliance Officer, ensuring the company is in compliance with Title VII of the Civil Rights Act of 1964-Equal Employment Opportunity. 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. Also responsible for Federal Transportation Administration (FTA) mandatory plan update and triennial reporting.

Perform administrative oversight for all safety sensitive testing protocols. Maintain and enforce up-to-date Drug and Alcohol policy. Management of the random/pre-employment/post accidents/follow-up drug and alcohol testing as outlined in the company policy, in accordance with Federal Transportation Administration (FTA) rules and regulation. Work in conjunction with the Employment Assistance Program (EAP) and Substance Abuse Program (SAP) in the development of treatment programs within the guideline of the policy. Provide training to staff and supervision to stay abreast of Federal rules, regulation and requirements. Generate and submit mandated FTA Data Management Information System (MIS) Report annually.

Serve as a 2nd step hearing officer in union employee disciplinary hearings. Investigate and interact with all parties to develop a fair and non-bias decision.

Monitor and track incident/accidents reports, serving as a legal liaison for the company.

MINIMUM JOB QUALIFICATION:

A high-energy, strong individual who can creatively take initiative in all areas of Human Resources as well as assist in driving our business forward as part of our critical management team. Strong intrapersonal, communication, and computer skills are a must.

ABILITY:

Organize, direct, and implement a comprehensive budgeting program, analyze budgets and technical reports; prepare and administer a budget; interpret and evaluate staff

reports; learn and apply applicable laws, regulations, and codes; observe performance and evaluate staff; analyze deficiencies, identify alternative solutions. Communicate clearly and concisely, both orally and in writing budget reports and forecasting. Develop an effective working relationship with staff and outside agencies.

EDUCATION/TRAINING:

A degree in Human Resources and/or related field from an accredited college or university with major course work in human resources, business, public administration; or equivalent combinations of education and experience.

PHYSICAL DEMANDS:

The physical demands here are representative 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.

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential duties of the job. The noise level in the work environment is usually quiet.