



ADMINISTRATION FACILITY
100 West 4th Avenue
(219) 885-7555

TRANSPORTATION/MAINTENANCE
2101 West 35th Avenue
(219) 884-6100

Job Title	Director of Human Resources
Reports To	General Manager/Chief Executive Officer
Salary	\$98,000
Closing Date	Open until filled; applications reviewed on a rolling basis beginning October 8, 2026

JOB PURPOSE

The Director of Human Resources is a senior leadership position responsible for planning, directing, and managing human resources functions for the Gary Public Transportation Corporation (GPTC). The Director supports compliant, effective, and equitable workforce practices across recruitment, employee and labor relations, benefits, records, workforce development, and HR operations, including applicable public transit requirements. The position reports to the General Manager, collaborates with the Deputy General Manager of Operations and other department leaders, and supports the Personnel Committee on matters within its Board oversight responsibilities, consistent with GPTC governance policies.

DUTIES AND RESPONSIBILITIES

HR Leadership & Strategy

- Develop and implement HR strategies aligned with GPTC's mission, operational needs, and workforce priorities.
- Advise the General Manager and appropriate leadership on personnel policies, staffing, performance, and organizational development.

Regulatory Compliance & Risk Management

- Coordinate compliance with applicable federal and Indiana employment requirements and transit-specific obligations, including relevant FTA/DOT drug and alcohol testing, CDL-related and safety-sensitive employee requirements, in collaboration with designated operational and safety personnel.
- Oversee applicable equal employment opportunity, affirmative action, and required reporting activities, coordinate investigations, and corrective actions as appropriate.
- Maintain accurate, secure personnel files, HR information systems, and audit-ready records in accordance with retention and confidentiality requirements.
- Serves as the Equal Opportunity Compliance Officer and working in collaboration with Corporation Counsel, ensuring GPTC follows Title VII of the Civil Rights Act Of 1964-Equal Employment Opportunity, the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), and applicable Federal Transit Administration (FTA) EEO requirements.

Talent Acquisition & Workforce Planning

- Direct recruitment and onboarding processes for union and nonunion positions.
- Oversee postings, screening, interviews, background checks, and employment documentation, consistent with policy and law.
- Partner with department leaders to assess staffing needs, workforce risks, and retention opportunities.

Labor Relations & Collective Bargaining

- Participate in collective bargaining preparation and labor-management discussions as assigned.
- Interpret and administer applicable collective bargaining agreements in consultation with management and counsel.
- Support grievance administration and advise supervisors on contract-consistent practices.

Employee Relations & Investigations

- Oversee fair, timely and appropriately documented responses to employee complaints, alleged misconduct, and workplace concerns.
- Advise supervisors on performance management, corrective action, and consistent application of personnel policies.
- Safeguard confidentiality, preserve records and coordinate sensitive matters with Corporation Counsel as appropriate.

Benefits, Leave Administration & Wellness

- Oversee benefits administration, annual enrollment, required notices, and employee benefit inquiries.
- Coordinate administration of FMLA, ADA accommodation processes, workers' compensation and unemployment matters with designated stakeholders and service providers.
- Support employee wellness, engagement, and recognition initiatives.

Safety, Training & Workforce Development

- Coordinate tracking of required workforce training, certifications, and relevant regulatory documentation.
- Collaborate with Operations and Safety on workplace incidents, injury reporting, and appropriate follow-up.
- Develop and coordinate training for supervisors, new hires, and emerging leaders.

HR Operations & Administration

- Oversee accuracy, confidentiality, and integrity Of HRIS data and personnel records; establish appropriate access controls and reporting procedures.
- Prepare timely HR reports and recommendations for the General Manager and, as authorized, the Board and regulatory agencies.
- Oversee HR-related payroll administration, including employee status changes, personnel records, leave balances, timekeeping coordination, and payroll data accuracy, in collaboration with Finance and other designated departments, consistent with GPTCs approved organizational structure and internal controls.

MINIMUM QUALIFICATIONS

Education & Experience

- Bachelor's degree in human resources, Business Administration, public Administration, or related field; master's degree preferred.
- Five to seven years of progressively responsible HR experience, including supervisory or management responsibilities.
- Experience in a unionized environment strongly preferred, public transit, municipal or public-sector HR experience highly desirable.

Knowledge & Skills

- Knowledge Of applicable federal and Indiana employment laws and HR best practices. Familiarity with FTA/DOT requirements applicable to transit and safety-sensitive employees.

- Experience with HRIS platforms such as ADP, IJG, Workday or comparable systems.
- Effective communication, judgment, conflict resolution, organization, and confidential information-handling skills.

Special Requirements

- Possess a valid driver's license or be able to obtain one within a timeframe established by GPTC, consistent with applicable law and approved accommodation requirements.
- Successfully complete required background screening and comply with applicable GPTC employment, confidentiality, safety, and personnel policies.
- Attend evening Board meetings, public meetings, special or emergency meetings, and community and stakeholder events as required.
- Maintain reasonable availability for timely executive-level HR response during emergencies, service disruptions, public incidents, employee-related crises, or other critical agency matters.
- Exercise sound judgment, professionalism, and discretion in confidential and time-sensitive matters.
- Lead workforce planning, succession planning, talent development, and related HR improvement initiatives.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment, with frequent attendance at Board meetings, public meetings, stakeholder meetings, operational sites, transit facilities, community events, and regional agency meetings. The position may require work outside normal business hours, including evenings and occasional weekends. The Director must function effectively in a highly visible public environment subject to Board oversight, public comment, media inquiries, audit review, regulatory scrutiny, and stakeholder concerns. Essential work activities may include sitting, standing, walking, communicating, reading, writing, computer use, attending meetings and traveling locally or regionally. Occasional visits to transit facilities and operational areas are required, subject to site safety procedures. Reasonable accommodations will be provided to enable individuals with disabilities in accordance with applicable law to enable performance of essential job functions.