

Intercity Transit
JOB TITLE: Human Resources Director

BAND E	GRADE 8	SUBGRADE 1
DEPARTMENT: Human Resources	DIVISION: Human Resources	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: Senior Human Resources Analyst Human Resources Analyst Human Resources Assistant Human Resources Specialist Training Coordinator Administrative Assistant	PAY GRADE: E81
SUMMARY: Plans, organizes and directs human resources, safety and training, and claims administration activities reception and administrative support. Areas of responsibility include recruitment and selection, classification and compensation, labor relations, drug and alcohol programs, agency training, workers compensation, employee benefits, records management, safety and training, and risk management/claims administration and reception.		
DISTINGUISHING CHARACTERISTICS: As a Department Head, is held responsible and accountable for providing strategic planning, direction, goals and objectives in developing departmental policy, budgets, operation and staffing. The Human Resources Director reports directly to the General Manager and serves as a member of the Senior Management Team. As a Director, is responsible for administering a major line of business/function for Intercity Transit.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and making hiring, termination, and disciplinary decisions and recommendations.	Daily 10% (C4)
2.	Directs the human resources management function, including recruitment, selection, placement, classification and compensation, employee benefits, workers compensation, labor relations, drug and alcohol program, and records management; serves as the Agency's Equal Employment Opportunity (EEO) Officer; and monitors the terms and conditions of employment to ensure compliance with State and Federal laws.	Daily 10% (E8)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Develops and implements safety and security plans and policies; monitors operations and personnel for adherence to Agency policies, rules, and regulations; designs, implements and monitors Agency-wide accident prevention program. May respond to motor vehicle accident scenes and participate in accident and injury investigations as needed. Develops training and education programs on safety, security, emergency management and accident prevention.	Daily 10% (E8)
4.	Directs the Agency's accident/incident claims and record keeping functions. May participate in claim investigations; serves as the Agency's representative in litigation proceedings; monitors subrogation claims payments. Oversees worker's compensation claims and unemployment insurance claims.	Daily 5% (C4)
5.	Investigates or directs the investigation of complex and/or serious employment matters; serves as the Agency's representative in employment related legal matters; provides counsel, training and technical assistance to employees, supervisors, and management on employment law and employment related issues and problems.	Daily 15% (E8)
6.	Communicates with attorneys, union officials, insurance representatives, business leaders, and representatives of public, community and regulatory agencies to exchange information and resolve issues related to employment, grievances, complaints, claims, and lawsuits.	Daily 10% (C4)
7.	Manages the labor relations program; coordinates the collective bargaining process; develops and evaluates proposals for collective bargaining contract negotiations; participates in contract negotiations; prepares final contract document; administers the contract; maintains official contract negotiation, grievance, and labor/management correspondence files; consults with management and union representatives to identify and resolve issues of mutual interest; provides counsel, training and technical assistance to supervisors and managers on labor relations and contract interpretation.	Weekly 15% (D6)
8.	Serves as a member of the Senior Management Team and participates in Agency policy development; assures departmental conformance to the Agency's vision, goals and objectives. Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Weekly 5% (E8)

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9.	Directs the preparation, maintenance and distribution of records, reports, statistics and other materials for Agency use and for local, state and federal agencies as required.	Weekly 5% (D6)
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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
10.	Develops annual department budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Weekly 5% (E8)
12.	Plans, organizes, coordinates and implements special human resources programs including employee assistance, safety suggestion, tuition reimbursement, and others. Sponsors safety and project assistance committees.	Monthly 5% (C4)
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Management principles and practices; • Union contracts and labor agreements administration practices; • Human resources principles and practices; • Performance management practices; • Budgeting principles and practices; • Risk management principles and practices • Safety and security administration practices and principles; • Applicable Federal, State, and Local laws, rules, and regulations; • Conflict resolution techniques; • Mathematical concepts.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Facilitating meetings and training sessions;
- Handling sensitive employee issues;
- Conducting investigations;
- Managing multiple projects;
- Negotiating, interpreting, implementing, and administering labor agreements;
- Developing and administering budgets;
- Maintaining records;
- Writing reports, business correspondence, policies, and procedures;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration, General Business Administration, or related field and seven years of progressively responsible supervisory/management level human resources experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: July 2006 – License Requirement deleted by CMD

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: Training Coordinator position moved to HR due to 2013-2014 Re-org. CD

Revised: 01/2016 Moved Admin Asst (front desk/reception/support) position from Finance to HR. cd

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