

Monroe County Transportation Authority

Human Resource Manager

Reports to: Chief Executive Officer

Pay Classification: 16

Department: Administrative

Approval: Board Subcommittee

Date: January 4, 2024

Approval: Chief Executive Officer

Revised Date:

Job Function:

The Human Resource (HR) Manager is responsible for all aspects of MCTA's human resource services. The HR Manager reviews and supports the weekly payroll process, coordinates employee benefits, recruit staff, and develops agency training. Responsibilities also include fostering a safe work environment and positive employee relations within a bargaining unit workplace. This individual oversees the agency's Civil Rights Programs including ADA, EEOC, and Title VI and the Privacy Officer.

Work Hours:

Five-day work week with rotating days off (flexibility necessary).

Duties and Responsibilities:

1. Knowledgeable of Pennsylvania DOT licensing requirements, State and Federal labor regulations, and MCTA Collective Bargaining Agreement.
2. Recordkeeping for all employee matters. Benefits, time, leave, commendations/discipline and training.
3. Oversees weekly payroll process in conjunction with the Finance Department.
4. Maintains and updates the MCTA Employee Handbook.
5. Develops language and postings/advertisements for all job openings.
6. Provides job candidate screenings and makes recommendations for potential new hires to the appropriate Department Manager.
7. Coordinates and documents New Hire, Recurrent and Remedial training as needed. Conducts driver observations along with HR and Safety Assistant to ensure company policy and procedures are being followed.
8. Manages EE database and hardcopy files including department transfers, terminations, and changes in job classifications, merit increases, and time off requests, I-9, and training.
9. Assists Chief Executive Officer with Collective Bargaining Unit negotiations.
10. Facilitates annual insurance renewals process with management.
11. Assists department managers with employee infractions of company policy.
12. Staff liaison for the MCTA Board's HR/Personnel Committee.
13. Actively participate in professional trade organizations/activities.
14. Functions as the MCTA Equal Employment Opportunity Coordinator (EEOC) and Title VI Coordinator.
15. Oversee the Lighthouse Hotline Program.
16. Serves as the Open Records Officer (AORO).

17. Reviews and downloads camera hard drives/videos as needed to address ADA / incidents that potentially could lead to litigation.
18. Other duties as assigned.

Education and Experience:

A minimum of 3-5 years Human Resource experience (a bachelor's degree or requisite work experience required). Familiarization with various office equipment including; facsimile, phone, voice mail, calculator, and copier. The ability to navigate Microsoft computer products in an IBM compatible local area network is a must. Bilingual skills a plus.

Special Requirements:

- Must pass criminal background check.
- Must pass pre-employment substance abuse screening and submit to random screening tests as governed by FTA regulations and MCTA employee policy.
- Must be able to budget time to achieve successful resolution of employee issues.
- Must strive to promote a positive image of MCTA in all transactions.
- Must be willing and able to openly communicate with peers and subordinates in developing MCTA policy, procedure, and other work related initiatives.
- Must possess a valid, PA driver's license.

Knowledge, Skills, and Abilities

1. Ability to maintain confidentiality in HR and all business matters.
2. Excellent interpersonal skills.
3. Knowledge of a labor union work environment.
4. Must be flexible working independently and as a team player.
5. Ability to effectively prioritize time and workload.
6. Professional and positive demeanor.

Physical Demand:

Must hold a Class C license and be able to drive the company car. Able to lift packages weighing up to and including 25 pounds and able to perform light lifting associated with general office duties such as, but not limited to: answering phones, retrieving reams of paper for copier and fax machines.

Working Conditions:

Non-smoking, temperature-controlled office environment. However, when traveling, the employee could be exposed to driving in varying weather/road conditions. Therefore, limited exposure to the unpredictable elements in all seasons should be taken into consideration.

Pay Type and Frequency:

Exempt/ Weekly.

Annual Job Performance Review with increases based on merit.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be required to perform job-related tasks, duties and/or responsibilities other than those specifically presented in this description.

S:\Job Descrip\HR\Human Resource Manager 10Jan24.docx

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE/DATE