



BAY AREA TRANSPORTATION AUTHORITY JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Supervised By: Executive Director
Supervises: HR Generalist
Pay Scale: Administrative Level 5

Position Summary:

Under the general supervision of the Executive Director, manages the full range of human resource activities. Responsible for developing process improvements and executing human resources strategy in support of BATA's strategic direction in employee relations, change management, organizational and performance management, training and development, and risk management. Administers employee compensation and benefit programs; maintains personnel records.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Serves as a member of the collective bargaining team. Proposes and drafts contract language. Administers collective bargaining agreements.
- Ensures payroll, time accruals and benefits are administered in compliance with applicable labor agreements, employment agreements, and policies. Oversees employee benefits administration and maintains a thorough understanding of the agency's benefit offerings.
- Maintains and is responsible for the integrity of the employee payroll operations and data processing system. Maintains fringe benefit and employee financial status reports.
- Directs, coordinates, and participates in the recruitment, testing, selection, discipline, and discharge of employees. Plans and conducts new employee orientation. Participates in grievance procedures.
- Develops and maintains up-to-date personnel policies and assists in the implementation of personnel policies and procedures.
- Ensures compliance with all applicable state and federal laws and regulations related to personnel administration. Maintains necessary records and information, analyzes data, and



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compile reports required by regulatory agencies. Maintains confidentiality of records and payroll information.

- Responsible for development, setup and implementation of an effective and timely communications process/system within BATA.
- Administers BATA's safety program and serves as Leader on the Safety Committee. Assists in development and implementation of safety training programs for compliance with OSHA regulations and other federal and state requirements. Performs audits and inspections to ensure OSHA compliance.
- Responsible for the effective development, coordination and presentation of training and professional development programs for all employees.
- Administers a performance management program. Actively search, creatively design and implement effective methods to educate, enhance, and monitor performance.
- Serves as advisor to managers in employee/labor relation situations. Responsible for advising management to ensure compliance with all federal and state laws related to human resource administration.
- Actively works with other departments to foster engagement and maintain a healthy culture where ideas are exchanged and healthy conflict occurs to achieve the best solutions to organizational challenges.
- Serves as organizational leader on effective change management strategies and works with operations department staff to ensure all employees are receiving a consistent message.
- Maintain current knowledge and understanding of regulations, industry trends, best current practices, new developments, and applicable laws regarding human resources.
- Serves as a corporate officer of BATA in accordance with Charter to authorize checks.
- Collaborates with other departments, and/or the Executive Director, on special projects.
- Attends meetings and makes presentations as requested.
- Perform related work as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.



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Education requirements include a Bachelor's degree or equivalent in public or business administration, human resources, labor relations, employment law or related field.

Experience requirements include five years of experience in employee/labor relations and personnel administration, including supervision.

PHR or SPHR certification preferred.

A valid Michigan driver's license is required.

Thorough knowledge of the laws, statutes, and regulations pertaining to compensation, benefits administration, and human resources administration.

Thorough knowledge of human resource administration techniques and practices.

Skill in performing accurate mathematical calculations.

Skill in organizing records and data, compiling data and developing reports.

Skill in utilizing computer software including databases, spreadsheets, word processing and accounting software.

Ability to coordinate and manage multiple tasks and establish appropriate timetables for completion.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, regulatory agencies, other officials, insurance providers and the public.

Must possess and demonstrate high levels of emotional intelligence.

Ability to communicate and present ideas and concepts orally and in writing, and make presentations in public forums.

Ability to critically assess situations and solve problems, maintain confidentiality and work effectively under stress, within deadlines, and changes in work priorities.

In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.



Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and field setting, stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift and/or move items of light to moderate weight.

The typical work environment of this job is an office setting where the noise level is moderate and sometimes loud. Occasionally is required to perform duties of this job in a garage or field environment. The noise level in the work environment is moderate to loud.

Employment Status:

It is the policy of the Authority that all employees in this job classification are employed at the will of the Authority and may resign or be dismissed with or without cause or notice at any time during employment.

FLSA – Exempt – Administration

January 2016

Employee Signature

Date