North Central
Regional Transit District

Job Description

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<tr>
<th>Title:</th>
<th>Human Resources Director</th>
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<td>Division:</td>
<td>Executive</td>
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<td>Department:</td>
<td>Administration</td>
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<td>Code:</td>
<td>120</td>
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<td>Effective Date:</td>
<td>04/13</td>
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<td>Last Revised:</td>
<td>04/19</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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GENERAL PURPOSE

Performs a variety of professional and technical administrative duties related to planning, organizing, directing, coordinating and implementing a district human resources (HR), occupational health and safety and risk mitigation programs. This is an "At-Will" classification which means the Human Resources Director serves at the will of the Executive Director and may be removed at any time without cause, notice, or right of appeal.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the Executive Director.

SUPERVISION EXERCISED

Provides functional supervision to district staff, supervisors and managers engaged in the day-to-day compliance with HR policies.

ESSENTIAL FUNCTIONS

**Human Resources**: Manages all aspects of the district Human Resource Management functions; develops and implements personnel policies; recommends and implements guidelines and practices; oversees personnel file management; assures completeness and confidentiality of HR records; monitors and assures district-wide compliance with federal and state statutes; solicits legal opinions in matters of liability; investigates alleged violations of law and HR regulations. Serves as the District's Equal Employment Opportunity (EEO) Officer.

Manages district recruitment and selection processes; conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; monitors and verifies appointments are made in accordance with established policies and procedures; may direct the administration of selection tests to applicants.

Develops and implements new staff orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; provides training and staff support to supervisors.

Assists department heads and supervisors in the development and implementation of communication, recognition, training and incentive programs; assists employees to resolve work related problems; develops working relationships with community professionals as needed to secure special employee assistance.

Oversees general employee relations processes; monitors application of policies to assure fair and consistent treatment of employees, i.e., recruitment, selection, compensation, advancement, etc.; resolves complex issues related to compensation, discipline and discharge; administers district grievance process; administers proactive employee relations program, promotes harmony among workers and resolves grievances; coordinates the appeals and grievance hearing.

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, and special employer sponsored activities; analyzes existing benefits policies; acts as benefit plan administrator; reviews and researches changes in IRS rules and regulations affecting district benefit operations and programs.
Oversees agency compensation programs and system; conducts internal and external studies to assure pay equity and market competitiveness; directs overall performance evaluation program through department heads and supervisors; administers and interprets district merit system; develops and implements personnel management rules as required by law; monitors leave practices, overtime practices, etc.; monitors employee pay progression based upon established policy and practice.

Approves personnel actions and manages record keeping functions related to insurance coverage, pension plan, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations; directs or performs the preparation of employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; prepares reports and recommends procedures to reduce absenteeism and turnover.

Manages district efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; conducts employment pre-offer and post-offer drug screenings; coordinates and conducts random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

**Workers Compensation:** Establishes and maintains working relationships with state workers compensation fund administrators and self-insurance provider; ensures timely submission on-the-job accidents and incidents; may conduct initial investigation into reported accidents; coordinates with insurance carriers for "coordination of benefits" as appropriate.

**Risk & Safety:** Participates as a member of an executive committee; contributes to the collective assessment and development of planning, coordination and problem solving; assists in the formulation of strategies for the implementation and accomplishment of goals and objectives; designs a safety program consistent with OSHA requirements that sets up processes to mitigate accidents and work-related injuries; conducts regular safety audits of district facilities and operations.

Assists with the processing of worker's compensation claims; may monitor number, type and cost of claims; may perform employee follow-up to schedule timely return of worker to the job; assists to prepare reports and submits to Workers Compensation insurance carrier as required.

**Insurance & Liability:** Establishes ongoing working relationships with insurance providers including, property liability, vehicle liability, errors and omissions and general liability coverage; monitors insurance provider handling of various claims; assists in the tracking and documentation of claim information; may offer testimony in court cases as needed.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. **Education and Experience:**
   
   A. Graduation from college with a bachelor's degree in human resource management, public administration or a related field;  
   
   B. Four (4) years of progressively responsible work experience creating, implementing, or delivering training and organizational development programs, human resources, risk administration, safety management or related field;

2. **Considerable knowledge** of human resource management theory, methods, and practices; the legal environment related to human resource management, i.e., FLSA, FLMA, ADA, EEO, COBRA, etc.; benefit, retirement, and compensation laws and guidelines; employee classification, compensation and benefits, recruitment, selection, training, and labor relations; departmental operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to human resource management practices; benefit programs, state and federal, i.e., FSA's, HAS's, pension options, etc.; benefit costing procedures; training methods; basic computer operation.  

**Working knowledge** of budget development and fiscal accounting principles, practices and procedures; risk management and safety practices.

**Considerable skill** in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and subordinate staff. Skill in the operation of PC Computer, related software, calculator, fax machine, copy machine, telephone.
Ability to communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Professional certification as PHR or SPHR is required.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

5. Professional Standards:

At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the essential functions outlined above and minimum qualifications outlined above, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice and exhibit the following attitudes and behaviors while at work.

- Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
- Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
- Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- Keep a positive, "can do" attitude toward tasks, coworkers, management and customers.
- Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- Be a steward (1) of our organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Approved by Executive Director: ____________ Date 6/14/2019