

Job Announcement: Senior Human Resources Generalist



Do you value collaboration, continuous improvement, and public service? At this progressive and innovative public transit organization, we believe in providing people with the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community.

We proudly present this exciting career opportunity which offers an attractive starting wage, an excellent benefits package, and an inclusive, friendly work environment. Lane Transit District values diversity and strives to expand representation at all levels of the workforce. We welcome applications from BIPOC, women, people with disabilities, members of the LGBTQ community, and veterans.

Job Summary:

The Senior HR Generalist formulates partnerships across the District to deliver value-added service to management and employees that reflect the business strategies of the District. You will be a trusted advisor to our department leaders, partnering to build and strengthen their high-performing teams and ensuring we are making the right people decision. You will support District employees as a true advocate to help them grow and thrive. The Senior HR Generalist plays a critical role in managing all people-related aspects that align with the employment cycle, with a focus on recruitment, employee relations, and managing the performance review cycle. The Senior HR Generalist is an effective District partner with strong collaboration, planning, organizational, problem-solving, and communication skills and had the demonstrated ability to effectively manage multiple tasks and projects in a fast-paced environment. As a key piece of our HR Team, you will support initiatives and activities that support and maintain a positive District culture.

Essential Job Functions:

Human Resources

1. Carries out assignments in various human resources areas. Analyzes available information to provide recommendations on issues and problems. Provides counsel, training, and technical assistance to employees, supervisors, and management on employment law and employment-related issues and problems. Interprets and applies existing policies, contracts, or regulations, and research past practices or established procedures. Recommends changes to policies and personnel rules as needed.
2. Manages recruitment and selection processes. Meets with managers to define candidate needs, develops, and oversees sources for candidate recruiting, promotes Agency at job fairs and events, interviews candidates, assists hiring manager with selection decisions. Performs reference and background checks. Prepares and issues job offers; conducts new hire orientation.
3. Conducts job analysis including job audits and position description questionnaires, makes recommendations for classification/compensation changes based on analysis results. Composes and revises descriptions.
4. Conducts or leads investigations into serious and/or complex employment matters, including internal and external complaints, grievances, allegations of misconduct, and violations of policy or illegal discrimination. Interprets contract provisions, policies, laws, and procedures to determine applicability. Provides recommendations to management regarding investigation findings.
5. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include anti-harassment training, professional licensure, and aptitude exams and certifications.

District Initiatives

6. Participate in cross-group or District-wide initiatives that aim at creating an environment that fosters making the organization an employer of choice.
7. Ensure policies, procedures, and rules align with the District's strategic objectives.

Projects and Programs

8. Analyzes the impact of new laws or administrative regulations on human resources programs and recommends policies and procedures for implementation.
9. Assists with labor relations activities, including preparation for negotiations and contract interpretation.

Knowledge, Skills, and Abilities:

Knowledge:

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Bringing others together and trying to reconcile differences, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Understanding written sentences and paragraphs in work-related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to apply general rules to specific problems to produce answers that make sense.

Qualifications:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job is acceptable, which typically include:

- A bachelor's degree in human resource management, industrial relations, public administration, business administration, or a related field.
- A minimum of five years of increasingly responsible professional-level experience in a human resources department, or an equivalent combination of education and experience.
- Excellent interpersonal skills, and oral and written communication skills.

Additional desired qualifications:

- Experience in the public sector and a unionized environment is preferred.
- Labor relations experience with interest-arbitration eligible groups preferred.
- PHR/SPHR or CP/SCP certification is desirable.

Compensation and Work Schedule:

This position is a full-time, exempt position, eligible for the regular administrative benefits package. The pay range is between \$60,524.00 and \$80,698.00 annually. The work schedule for this position is flexible and normally is Monday-Friday from 8:00 a.m. to 5:00 p.m. LTD administrative employees are mostly working remotely at this time.

How to apply:

Visit our website: <http://ltdjobs.applicantpool.com/jobs/>. Submit your resume and complete the required application and assessments. This position closes on Monday, June 14, 2021, at 11:59 p.m. For additional information call (541) 682-6182.

About LTD:

Lane Transit District is one of the most successful and highly regarded public transit systems in the nation; has received numerous national, state, and local awards for service to the community; and, for transit districts its size, is consistently ranked among the nation's leaders in the successful implementation of Bus Rapid Transit, bus ridership, and service efficiency. LTD is committed to the values of working together, taking initiative, being professional, and practicing safety.

Lane Transit District ("LTD" or "the District") is committed to providing and maintaining a work environment that is free from discrimination, harassment, workplace bullying, and retaliation. The District demonstrates its commitment to diversity in the way it provides services and through its employment practices, by ensuring that all LTD services, programs, and activities are sensitive to and responsive to cultural differences; demonstrating a commitment to workplace diversity through recruitment, hiring, and promotions; and maintaining a respectful environment free from all forms of harassment, hostility, and violence.

Studies have shown that minoritized individuals often disqualify themselves from opportunities because they don't exactly fit all of the requirements. LTD values diversity and strives to expand representation at all levels of the workforce. We welcome applications from BIPOC, women, people with disabilities, members of the LGBTQ community, and veterans. Please contact our HR Department if you have questions.

Lane Transit District is an Affirmative Action/Equal Employment Opportunity Employer. Materials are available in alternative formats by calling 541-687-5555.