

Job Announcement: Director of Human Resources and Risk Management



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 Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the Districts' mission and talent strategy. Individuals assigned to this position are responsible for the human resources and risk management functions, including human resources planning, labor relations and dispute resolution, recruitment and selection, employee relations, training, compensation and benefit administration, risk and safety management, discipline, discharge and employment-related litigation issues. This person also participates on the senior management team that leads the strategic direction of the agency.

Essential Job Functions:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Manage departmental expenditures and ensure compliance with budgetary definitions.
- Administer District policies and procedures, especially with regard to those policies and procedures having a direct association with the department's functions.
- Establish mission-related priorities.

- Ensure continuous attention to workplace safety.
- Ensure cost-effectiveness in departmental operations.
- Direct the continuous training and education of departmental staff.
- Provide departmental leadership and coaching for staff.
- Promote effective employee relations.
- Participate as a member of the senior management team, contributing to policy-level discussions, and serve on designated management teams.

Departmental Management Functions

- Direct all activities of the Human Resources Department, including planning, labor relations and dispute resolution, recruitment and selection, employee relations, training, compensation and benefit administration, risk and safety management, and discipline, discharge, and employment-related litigation issues.
- Oversees the daily workflow and provides leadership and supervision of human resources staff.
- Advise other departmental managers on matters of recruitment, employee evaluation, employee discipline, labor contract administration, dispute resolution and other employment related matters.
- Participate as member of executive management team, contributing to policy level discussions across a wide spectrum of issues.
- Communicate and work in conjunction with outside groups, including the Amalgamated Transit Union, professional associations, minority representative groups within the community, and other area employers.
- Communicate and work in conjunction with outside advisors, including legal counsel, insurance, risk, training, and other consultants, and vendors' representatives.
- Manage District's labor relations with the Amalgamated Transit Union, including the administration of the collective bargaining agreement, dispute resolution, and preparing for arbitration and labor negotiations.
- Advise General Manager and Assistant General Manager on employee relations, labor relations and dispute resolution, employment litigation response, risk and safety issues, and discipline and discharge procedures.
- Manage employment litigation response.
- Performs other duties as required.

Knowledge, Skills, and Abilities:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above Essential Job Functions of this Job Description.

- Knowledge of principles and practices of human resource management and labor relations; state and federal employment laws and regulations; negotiation techniques and principles; supervisory practices; data collection and analysis techniques; computer applications for personnel planning; record keeping; administrative and supervisory techniques; budget processes and methods; workflow management; and safety precautions and regulations.
- Ability to work flexible hours; analyze, evaluate and develop solutions to human resources issues; effectively lead and coordinate team projects; efficiently formulate and administer a budget; develop and produce written reports; deliver effective oral presentations; maintain confidentiality of information; and perform duties and responsibilities without direct supervision; use a personal computer in a LAN environment, including basic knowledge in email, word processing, and spreadsheets; work as an effective management team member and establish

and maintain effective working relationships with those contacted in the course of work; meet position attendance requirements; work safely; perform job functions in a timely and accurate manner; communicate effectively with other employees and the general public using courtesy, tact, and good judgment, and to act as a positive representative of the District.

- Excellent verbal and written skills, interpersonal and negotiation skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Ability to adapt to the needs of the District and prioritize and delegate tasks when appropriate.

Qualifications:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Typical qualifications would be:

- A bachelor's degree from a recognized college or university. An advanced degree with specialization in human resource management, industrial relations, public administration or law would be preferable.
- SPHR-SCP or equivalent.
- A minimum of ten years of experience in human resources management or industrial relations, preferably in a unionized environment.

Compensation and Work Schedule:

This position is a full-time, exempt position, eligible for the regular administrative benefits package. The pay range is between \$90,828.00 and \$121,104.00 annually. The work schedule for this position is flexible and normally is Monday-Friday from 8:00 a.m. to 5:00 p.m. This position will be considered part of the hybrid team structure, with opportunities for telework.

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 ("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.