

Human Resource Manager Major Responsibilities:

Develops recruitment strategies in compliance with company hiring standards.

Conducts EEO/Employee Relations/Employee Complaint investigations. Advise management on the proper administration of follow up and discipline. EEO metrics and reporting.

Ensure compliance with local, state and federal laws and First Transit policies.

Files papers and documents in appropriate employee files.

Conducts interviews and on-boarding within company hiring standards and within state and federal compliance.

Participates in union contract negotiations and helps with preparations.

Manages Employee database.

Process terminations and conduct exit interviews.

Manages FMLA requests and ensure proper compliance.

Performs customer service functions by answering employee requests and questions.

Acts as benefits liaison for new employees and answer open enrollment questions.

Reviews and ensures compliance with all federal and state employment legislation. Prepares and submits related reports.

Reconciles the benefits statements.

Participates in union grievance hearings and meetings.

Receives and responds to inquiries concerning employee policies and procedures and other location functions.

Assists in answering timekeeping and payroll system questions and interpretation of policies for employees. Backup to payroll.

Updates HR spreadsheet with employee change requests and process paperwork.

Assists Executive Director with various research special projects.

Other duties as assigned

Education & Certifications:

Bachelor's Degree, HR professional certification, or other combination of education and experience.

Experience & Skills:

5 years' experience in HR functions preferred

Union experience preferred

Willing to travel for occasional multiple overnight stays for training and seminars

Strong team-building skills

Excellent communication skills

Proficient in MS Word and Excel

Salary based on experience

Competitive Benefit Package

Schuylkill County Transportation Authority is an Equal Opportunity Employer.

Contact Information:

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Executive Director

Schuylkill County Transportation Authority

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