



Position Title: Human Resource Manager (HR Manager)
Classification: Full-time, Exempt
Location: 8800 Corridor Road, Annapolis Junction, MD and 8510 Corridor Road, Savage, MD
Reports To: General Manager
Salary Range: \$85,000 - \$95,000 (DoQ)

ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location. RTA operates 15 fixed-routes and paratransit service throughout the service area.

JOB DESCRIPTION

We are seeking an experienced HR Manager, well-versed in employee relations, labor relations, transformative leadership, coaching and mentoring, to lead a robust HR Department.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Ensure compliance with all federal, state and local legislation, regulations and policies and determine the impact to employees.
- Counsel managers and employees regarding the impact of labor and regulatory laws (e.g. FMLA, EEO, ADA, etc.).
- Oversees and manages the recruiting efforts including recruiting strategy, on boarding, tracking metrics and ensuring open positions are filled in a timely manner.
- Responsible for creating and maintaining all HR policies and ensuring compliance with federal and state law.
- Consult with and advise the General Manager and Department Heads on human resource strategy, personnel policies, and the interpretation and administration of agreements.
- Oversee and manage the preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with Federal, State, and local laws, rules and regulations.
- Provide management, supervision, direction, and coordination over the personnel assigned to the department including setting work priorities, project management, and program evaluation.
- Responsible for all HR and benefits compliance matters and reporting. Examples include, but are not limited to: EEO, Affirmative Action, DOL, 401(k) compliance, and ACA reporting.
- Administer employee benefits programs including medical/dental/vision insurance, and disability/pension programs.

- Manage benefits programs, including conducting analysis, working with all insurance providers; including unemployment, managing contract renewals and the open enrollment process.
- Prepare and recommend revisions to job descriptions, position classifications, pay plans, salary surveys, and directs the continuous administration of these plans.
- Actively participates in labor negotiations and collective bargaining compliance.
- Demonstrated ability to meet deadlines, attend various meetings, and effectively manage competing priorities.

MINIMUM QUALIFICATIONS

- A bachelor's degree in human resource management, labor relations, or related field
- 4-6 years Direct Human Resources experience
- 1-3 years People management experience
- Knowledge of federal, state, and local employment laws and regulations, including knowledge of EEO, ADA and FMLA.
- Proficiency in Microsoft Office Suite and Human Resource Information Systems (HRIS), including Paylocity, or other comparable software.
- Background and experience with collective bargaining agreements (CBA) and working within a union represented workforce.
- Demonstrated ability to deal directly with department managers to build consensus, establish trust, communicate effectively and foster culture change.

You will exceed our expectations if you possess:

- Human Resource Certified Professional (i.e. PHR, SPHR, SHRM-CP, SHRM-SCP) is desired.
- Experience working in transit industry.

Physical Requirements & Working Conditions:

Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person, by telephone, and via electronic means. This is not a bargaining unit position.

May work non-standard business hours, including some weekends, to facilitate and/or attend meeting/events. Must be able to travel (locally) to as necessary.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.