**Job Title:** Human Resources Officer

**Reports To:** Deputy Director/Chief Financial Officer

**FLSA Status:** At-Will/Exempt

**Department:** Administration

**Effective Date:** January 1, 2019

**Salary Range:** $28.92 - $36.59 per hour

**JOB SUMMARY**

Under the direction of the Deputy Director/Chief Financial Officer, performs a variety of activities involved in personnel management activities; performs a wide variety of administrative and analytical services in the Administration department, including payroll, employee-related insurance, employee safety, workers' compensation and employee benefit programs; and perform other related work as required. This position reports to the Deputy Director/Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Works on all types of employee insurance coverage including health insurance, disability insurance, life insurance, unemployment insurance and worker's compensation insurance; act as RTA’s liaison with third party administrators;
* Organizes employee recruitment and retention programs, including conducting interviews and hiring employees, and recommending disciplinary actions;
* Assists with employee counseling concerning disciplinary issues, personnel problems, grievances and appeals in both a collective bargaining environment and a non-organized labor environment;
* Manages employee leave program including the management of FMLA and the disability interactive process;
* Manages the payroll process and prepares management reports;
* Investigates complaints of discrimination and harassment;
* May assist in the training and development of administrative staff members;
* Ensures human resources activities comply with established standards, policies, procedures, legal and legislative requirements;
* Ensures proper and timely resolution of office, personnel, and business issues, conflicts and discrepancies;
* Assists in the formulation and development of human resources policies, procedures and programs;
* Participates in the preparation and maintenance of a variety statistics, records, reports and files; and
* Communicates with other departments, businesses, governmental agencies and the employee union to exchange information, coordinate activities and resolve issues or concerns related to the human resources activities of the agency.

**DISTINGUISHING CHARACTERISTICS**

Factors affecting the position allocation include: level and complexity of work, independence of action and decision making, and supervision received and exercised. Incumbents, under general supervision, perform or assist in the performance of a wide range of duties including: payroll; insurance claims monitoring and benefits administration; making preliminary recommendations on insurance benefits, workers’ compensation, and risk management programs; recruitment, wage and salary administration.

**EMPLOYMENT STANDARDS**

Knowledge of basic principles of risk management; principles and practices of personnel administration; effective interviewing practices; recruitment, selection and retention processes.

Ability to coordinate, evaluate and promote a wide variety of benefit programs; interpret laws and regulations; accumulate and analyze data and complete comprehensive reports; understand, interpret and apply personnel laws, rules, regulations, standards and procedures; collect data, analyze its objectivity, present it clearly and prepare sound recommendations and reports; establish effective working relationships; communicate effectively both orally and in writing.

**EDUCATION/EXPERIENCE**

Graduation from an accredited four-year college or university with a degree in business administration, personnel administration, safety or industrial engineering, human development or a closely related field, and two years of experience at a professional level performing a wide variety of administrative and business management activities.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet. May work out in the field when needed. May require availability to work a flexible schedule.