PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION

Position Title: Human Resource Manager
Category: Non-Safety Sensitive
Department: Human Resources
Revision Date: 06/07/2021
FLSA Status: Exempt Pay: Salary/E3
Reports to: Chief of Staff

JOB RESPONSIBILITIES (Performs other related duties as assigned.)
Under the general supervision of the Chief of Staff, manages daily human resource
functions, programs and activities, such as employee recruitment, selection and hiring;
benefit and wellness program administration; Federal Transit Administration (FTA) drug
and alcohol compliance; employee relations; compliance program administration; and
maintenance of confidential files and information. Responsible for overseeing the day-
to-day activity of the training department. Promotes positive image of PARTA by
providing safe, customer-oriented service. Performs work safely; follows safety work
rules, guidelines and procedures and exercises maximum care and good judgment to
prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION
Manages hiring processes. Accepts and reviews application, schedules and conducts
interviews, processes MVR checks and criminal records checks, administers screening
and testing procedures, arranges DOT physical examinations and drug screens, processes
and tracks new employee paperwork, issues ID badges, and coordinates new employee
training classes.

Manages and orients new hire training, including developing, scheduling and conducting
training. Maintains employee training records; exercise discretion and judgment in
determining whether trainees have satisfied all training requirements for regular
employment and decide if further training or termination is warranted; complete and
review operator performance evaluations and recommend appropriate employment
actions; maintain knowledge of Operator requirements, including appropriate standards
and other relevant government regulations. Manages annual staff retraining.

Coordinates random, pre-employment, post-accident and reasonable suspicion drug and
alcohol tests as required. Maintains strict confidentiality.

Maintains employee files. Keeps files up to date and in a secure location; ensures data is
entered and tracked in computer databases; processes employee programs such as health
insurance enrollment, and DOT physical recertification monitoring and scheduling.

Manages service provided under contractual service agreements; complies with terms and
conditions of contract; meets with representatives of contract agencies to clarify terms of
contract and resolve disputes; keeps Chief of Staff informed of pertinent issues and
matters related to contractual service agreements.
Coordinates employee performance evaluation process and corrective action procedures. Reviews employee files and completes evaluations at prescribed intervals. Coordinates progressive corrective and disciplinary action by documenting incident, reviewing file, assembling review panel, consulting with supervisors and manager and recommending corrective and/or disciplinary action.

Provides technical and professional information and advice to the Chief of Staff, agency staff and other officials; attends transit Board or committee meetings as required; provides information and makes public presentations to boards, commissions, agencies, citizens, civic groups, and the general public.

Meets with employees to provide general information, help resolve grievances, and adjust errors and complaints. Knowledge of current benefit plans and the ability to discuss plans with employees. Completes administrative duties related to employment status including but not limited to FMLA, ADA, workers compensation, leaves of absence, restricted or light duty, return to work.

Supports development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Performs or assists subordinates in performing duties. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Prepares a variety of studies, reports and related information for decision-making purposes.

Directs performance of clerical functions such as updating records, maintaining files, and processing personnel actions. Keeps records of hired employee characteristics for governmental reporting purposes. Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Coordinates the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization. Represents organization at personnel related hearings and investigations. Prepares employee separation notices and related documentation, and conducts exit interviews.

OTHER DUTIES AND RESPONSIBILITIES
Performs other related duties as assigned. Serves on committees as needed. Attends professional development workshops and conferences to keep abreast of current trends and applicable law, statutes, and regulations.

QUALIFICATIONS
Graduation from an accredited four-year college or university with a degree in Human Resource Management, Business Administration, Public Administration, or a closely related field; and one to three years related experience; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities.

Knowledge of: public human resource administration and personnel management methods, practices and policies; of local, state, and federal policies, standards, guidelines and criteria; principles and practices of administration, supervision, and training.

Skill in: operation of listed tools and equipment.

Ability to: manage department activities; communicate effectively verbally and in writing; demonstrate knowledge and proficiency in the use of the English language; establish effective working relationships with coworkers, public officials, and the public; understand and carry out written and oral instructions; read and interpret complex information; exercise tact and discretion when dealing with confidential matters and the public; utilize personal computer and related hardware and software applications, including word processing, spreadsheet, geographic information systems, and data management programs; learn standard operating procedures as well as new procedures as they are developed; ensure technical competence and compliance with all current local, state and federal policies, standards, guidelines and criteria; and promote positive image of PARTA by providing safe, customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS
A) Valid State of Ohio Driver’s License with no more than four points required at time of hire.
B) Successful completion of previous employment verification and criminal background investigation.
C) Successful completion of pre-employment non-Department of Transportation Drug Screen.

TOOLS AND EQUIPMENT USED
Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, geographic information system, transit operations and communication software; and data management software; PDA, scanner and other related office technology; typewriter, 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Light-Work – exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to constantly move objects.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment involves exposures to conditions generally found in an office setting, in addition to conditions associated with operating buses and other motor vehicles.

ADDITIONAL INFORMATION
The employee may be subject to random drug and alcohol testing throughout the period of employment and is required to comply with the employer’s Drug and Alcohol Policy.

Selection will be based upon ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol-free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”