

County of Lackawanna Transit Authority, is currently seeking a Human Resources Director. This position reports to the Executive Director and is responsible for the following:

- Maintain accurate employee records related to events such as hiring, termination, leave, transfers, or promotions in HR system to accurately reflect changes to employee records – optimizing technology to ensure efficiency and data integrity. Responsible to maintain the filing of personnel records and other pertinent departmental records.
- Coordinate employee hiring process and ensuring process complies with all federal, state and locals laws and regulations and assist managers in all aspects of the process. Post open union positions, receive union bids and award jobs in compliance with collective bargaining agreements. Post non-union positions and administer hiring cycle from application to onboarding.
- Receive and review notices of new hires, re-hires, changes in job status, changes in marital status, resignations, and other issues affecting benefits and determine the need for action, securing any forms, signatures, or other employee commitments. Accurately complete necessary paperwork to effect such decisions and assist in processing.
- Facilitate and coordinate with the Executive Director and legal counsel on EEOC, PHRC, litigation, grievance and arbitration issues.
- Manage and administer employee benefits including, vacation, sick, health & dental insurance, life insurance, Family and Medical Leave Act, workers' compensation and short term disability.
- Manage all aspects of leave and workers compensation claims, FMLA, and STD to include tracking hours used/taken and working closely with payroll to ensure that pay is accurate and correct.
- Ensure proper employee time and attendance for employee time and attendance tracking and related elements of payroll. Payroll back-up.
- Design, implement, coordinate and track an effective performance management program. Communicate with evaluating supervisors to ensure timely completion and submission of performance evaluations, as well as provide support to address performance issues and concerns.
- Complete and implement EEO program and related responsibilities.
- Develop and implement rewards and recognition programs to support meeting organizational goals and strategies, to include compensation and wage systems and strategies.

Office hours are 8:30 am – 5 pm, Monday – Friday.

Preferred qualifications include:

- Bachelors degree in a related field and 5 years experience in a Human Resources Management position.
- Broad knowledge of employment, compensation, organizational planning, employee relations, and training and development.
- Knowledge of State and Federal labor laws and regulations, as well as the ability to learn specific rules and regulations governing human resources administration, relevant to a municipal authority. Familiarity with Employment Laws, Federal Transit Administration and Pennsylvania employment regulations.
- Experience with Unions and collective bargaining agreements.

- Excellent oral and written communication skills required. Proficiency with Microsoft Office products.

Please submit resume, cover letter and salary requirements to: dhoffer@rklcpa.com