

JOB ANNOUNCEMENT

Director, Human Resources Grade 30

DUTIES: Under the direction of the Deputy General Manager of Human Resources, directs the operations within the Human Resources department. Designs and implements strategic HR initiatives to support operations with a workforce of varied skills and educational levels. Evaluates HR processes and workforce issues at all levels and formulates solutions to improve effectiveness. Directs the development of innovative human resource policies and practices across HR functional areas with emphasis on recruitment and retention, compensation, and training and employee development. Manages and supervises personnel within the Human Resources Department. Plans, monitors, directs and analyzes various programs. Participates in organization-wide strategic planning process. Functions as a strategic business partner with the Office of Equal Opportunity. Develops the goals and objectives for the Human Resources Department. Ensures the delivery of quality service to every customer, every day. Performs other duties of a similar nature as may be required.

MINIMUM REQUIREMENTS: Applicants must have a Bachelor's degree in Business Administration, Human Resource Management or related field. Applicants must have at least six (6) years progressive experience in a middle or senior level management position in a human resources department with an emphasis on employment/recruitment, training & employee development, and compensation while performing functions such as analyzing problems, evaluating alternatives to improve efficiency, crisis resolution, handling labor/ management issues, managing interrelationships between departments, supervising and developing staff, dealing with employee problems and group interaction. The successful candidate will have worked in both a union/non-union workforce, is able to adapt quickly to a constantly changing, fast-paced workplace and will demonstrate the ability to facilitate discussions and communicate on controversial issues. Applicants must have experience with Human Resource Information System (HRIS) packages. Oracle HRMS is preferred. Applicants must be proficient with MS Office (Word, Excel, PowerPoint), and have excellent oral and written communications skills, and analytical abilities.

STARTING SALARY RANGE: \$78,430 - \$103,918 annually.

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: jobs@gcrta.org, or mail to 1240 West 6th Street, Cleveland, Ohio 44113.

Resumes will be accepted until the position is filled.

SELECTION PROCESS: This is a non-bargaining exempt position. Merit system rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY EMPLOYER/ ADA EMPLOYER/ DRUG FREE WORKPLACE

Job Grade: 30
Date: March 16, 2011
Job Announcement No.: 2011-25

Web Site Address: www.riderta.com
Email: jobs@gcrta.org

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