

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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September 2018

Position Title: Manager of Human Resources    Dept. /Division: Human Resources/Administration

Reports to: General Manager    FLSA Status: Exempt

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### **JOB SUMMARY:**

The Manager of Human Resources is responsible for the human resources functions within the organization by driving human capital strategies, organizational policies/programs and practices that are aligned with business strategies/goals and drives business success.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Human Resources or related field or any equivalent combination of education and experience.
- Minimum five years related experience.
- Working knowledge of labor law and human resources best practices.
- Strong initiative.
- Critical thinker.
- Ability to work independently and drive results.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Ability to communicate effectively, both orally and in writing.
- Desire to continue professional development.
- Familiarity with computers and standard business/office software.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develops and implements human capital strategies and initiatives aligned with the overall business strategy to include: organizational design, talent management/succession planning, performance management, training & development, talent acquisition, employee relations, employee engagement, compensation & benefits and risk and compliance.
- Organizational Design:
  - Manages the organizational design process by developing appropriate organizational and departmental structures, job descriptions all linked to compensation structure and strategy for the organization.

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- Talent Management/Succession Planning:
  - Manages and implements the Talent Management strategy and process for the organization to ensure just in time talent.
  - Ensures that strategies and programs are in place to develop talent for succession.
- Performance Management:
  - Oversees and manages a performance management strategy, performance appraisal process and system that drives high performance; training managers to effectively coach and discipline employees.
- Talent Acquisition:
  - Manages the talent acquisition life cycle to include: sourcing, recruiting, screening, testing, interviewing and final selection. Coaches directors and managers through the decision making process.
- Employee Relations:
  - Investigates workplace harassment and misconduct claims in accordance with TANK policy.
  - Manages the performance counseling process for the organization
- Employee Engagement:
  - Partners with leadership team to drive engagement strategies for the organization.
  - Conducts regular employee satisfaction surveys, analyzes results, coordinates with managers to make recommendations and implement changes if necessary.
- Compensation and Benefits:
  - Develops; implements and manages the compensation strategy for the organization to include: conducting periodic salary surveys and analysis; scheduling and conducting job evaluations; recommending, planning, and implementing pay structure revisions in consultation with the General Manager and the TANK Board of Directors; and monitoring and scheduling individual pay actions.
  - Coordinates the administration/enrollment of the various employee benefit plans such as life, health, dental and disability insurances for active and retired employees.
  - Coordinates the administration of the Employee Wellness Program.
- FMLA:
  - Administers TANK's Family Medical Leave Act Policy.
- Risk and Compliance:
  - Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
  - Maintains database of employees and certain personnel and other confidential files as directed by the General Manager and the Board of Directors.
  - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

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- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

- Sitting in a normal seated position for extended periods of time.
- Reaching and extending hands and arms in various directions.
- Finger dexterity required to manipulate objects with fingers
- Correctable ability to see and hear within a normal range.
- Ability to move about the office to obtain files and other objects.
- Lift and carry objects up to 30 pounds.

**LICENSES REQUIRED:**

- None

**SUPERVISORY RESPONSIBILITIES:**

- HR Intern (if applicable)
- HR Specialist (if applicable)

**INTERNAL & EXTERNAL CONTACTS:**

**TYPE:**

- |                      |         |
|----------------------|---------|
| • Board of Directors | Various |
| • Internal Staff     | Various |
| • General Public     | Various |
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*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.*