



# Pittsburgh **PARKING** Authority

*The Value Parking Network*

## JOB DESCRIPTION

**JOB TITLE:** Human Resources Manager

**CLASSIFICATION:** FLSA Exempt

**DEPARTMENT:** Executive

**REPORTS TO:** Executive Director

### POSITION SUMMARY:

Position responsible for the management, planning, development, and implementation of Authority-wide administrative, personnel and HR functions including FMLA and workers compensation. Position includes oversight of insurance contracts, marketing programs and services, all in accordance with policies and procedures established by the Authority.

### MAJOR RESPONSIBILITIES AND DUTIES:

- Implement Authority policies to attract and retain an organization-wide quality work force; develop and/or adopt strategic advances as required.
- Conduct interviews with candidates for open positions and those of a courtesy nature to develop a talent pool for future needs. Establish protocols for post-interview communications with position candidates and for unsolicited employment applications as well.
- Establish and maintain effective system of issuing offer letters and monitoring pace of applicant response.
- Perform all tasks required for the effective promotion/advertising of selected Authority positions; comply with all requirements governing internal/external posting of open positions.
- Establish and maintain a data bank of relevant information – salary and performance history; medical concerns; earned active/retirement benefits; vacation/comp time accruals, etc. – for each member of staff.
- Create and maintain comprehensive Employee Handbook; convey content to new hires and periodically thereafter to all workforce members.
- Assist with monitoring and maintaining Time and Attendance system.
- Maintain and update Authority's organization chart.
- Counsel employees engaged in issues, complaints and disputes with co-workers and or supervisors and others involved and determine application of any level of discipline.
- Periodically review Authority website to ensure accuracy.
- Manage area of responsibility in strict accordance with applicable laws, regulations and established policy, including union agreements, to ensure fair and standardized treatment of employees.
- Meet with City officials, other City Authority's, community groups and various business interests.
- Work with the Directors in all personnel matters, including but not limited to hiring, grievances and labor/management meeting.
- Perform special projects for the Executive Director and Authority Board as requested.
- Work with insurance legal counsel in coordinating depositions and resolving claims.
- Plan for the effective use of personnel, ensuring duties are assigned to the appropriate individuals with minimal duplication of effort.
- Maintain Employee Manual and update it on an annual basis.
- Assist all departments in preparing both "operational manuals" and "how-to" manuals.

- Supervise assigned personnel, counsel employees, evaluate work, recommend and implement approved disciplinary and/or corrective action.
- Interview and orientate all potential new employees and keep all confidential and medical personnel files including Worker's Compensation and FMLA.
- May participate in, or coordinate, bid openings and pre-bid meetings with contractors.
- Assist in the writing, editing and proofing of contract specifications and language.
- Provide training and/or technical assistance as required.
- Develop and review marketing and communication goals and objectives.
- Collaborate on the preparation of the Department's annual budget and report.
- May advise the Executive Director and make appropriate recommendations regarding Authority and departmental policies and activities.
- Assist and evaluate the selection in contract negotiations for professional services.
- Initiate and prepare items for the Authority Board Meeting Agenda.
- Perform any other duties as assigned or required by the Executive Director and/or the Authority's Board of Directors.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Previous experience in Human Resources (3-5 years).
- Extensive knowledge of the principles, practices and techniques of public administration, personnel, strategic planning, labor management, marketing, supervision and Human Relations.
- Considerable knowledge of City, Authority and departmental rules, regulations, policies and procedures in the development and administration of service, management and professional contracts.
- Moderate knowledge of relevant labor agreements and personnel policies and procedures.
- Knowledge of and ability to operate a window's based computer and window's office applications.
- Ability to research, develop and recommend policies, procedures, regulations and programs.
- Excellent verbal and written communication skills.
- Ability to communicate effectively.
- Experience in conflict resolution.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to be bonded.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

A minimum of a bachelor's degree in Public Administration, Business Administration or a related field and five years of escalating responsibilities in a governmental, management or related position.

**SPECIAL CERTIFICATES and LICENSES:**

Must possess and maintain a current and valid Pennsylvania Class C Motor Vehicle Operator's Drivers License throughout employment. A real estate license would be a plus.

**OTHER:**

Must show proof of City of Pittsburgh residency.