



JOB VACANCY POSTING

OPEN TO ALL APPLICANTS: 03/18/2016

POSTING:	0144-01	FULL/PART-TIME:	Full time
TITLE:	Director of Human Resources	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$ 93,511 – 118,000	SCHEDULE:	M – F 8:00a – 5:00p Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$ 93,511 – 182,228		
DEPARTMENT:	Human Resources		

DIRECTOR OF HUMAN RESOURCES

Summary

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transportation authority serving Miami-Dade, Broward and Palm Beach counties, is seeking a Director of Human Resources who will be directly responsible for the overall administration, coordination and evaluation of the Human Resource functions of SFRTA to include all personnel, compliance, employee relations, staff development, equal employment opportunity (EEO) functions and counsel to senior leaders on a range of matters.

Responsibilities

- Provide Leadership and supervision for Human Resources Operations
- Deliver high quality generalist human resource services
- Compensation & benefit administration and processing including payroll information
- Coordinate & monitor all recruitment and hiring processes
- Management of all individual personnel and workforce management actions including hires, promotions/demotions/transfers, terminations and/or layoffs as necessary.
- Establish and/or recommend salary ranges, offers, and compensation adjustments and monitor salary reports for equity, compression or other issues.
- Provide professional level of advice and counsel to supervisors, managers and directors across an entire range of employee relations and organizational matters including performance assessment and managements, labor relations, corrective actions, dispute resolution, compensation and classification; recruitment and retention; and organizational structure and staffing.
- Manage HR Department employees and contractors
- Serve as primary contact & subject matter expert for employee benefits, FMLA & ADA requests
- Maintenance of Worker's compensation, FMLA & ADA records.
- Update & revise policies and procedures, rules and regulations as necessary
- Assist with the design and implementation of various employee development and training programs.
- Coordinate, monitor and maintain all employee records

Required Qualifications

- Knowledge of principles, practices and techniques of H.R. Administration, organization and operation.
- Fully proficient knowledge of state and federal employment law
- Knowledge of principles and practices of effective management, training and supervision
- Knowledge of methods and technique for professional record keeping, writing, reporting and project management.
- Excellent interpersonal, communication, facilitation, and conflict mediation skills.
- Solid computer/technology skills.

This description in no way states or implies that these are the only duties to be performed.

Required Education and/or Experience

- Bachelor's degree in human resources, business, public administration or closely related field. Master's degree in related area and/or H.R. Certification or advanced training a plus.
- Minimum of 5 years of increasingly responsible salaried Human Resource administrative experience, to include two years of supervisory or managerial experience and prefer at least 2 years of government/public sector experience. Experience in a transit agency a plus.
- Must project and uphold the highest ethical standards and have demonstrated leadership ability and excellent interpersonal and communication skills.

Benefits & Compensation

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time.
- Health Insurance through the State of Florida – PPO or HMO.
- Participation in the Florida Retirement System (FRS).
- Employer paid life insurance and long term disability coverage.
- Ability to enroll & contribute to one of the State of Florida deferred compensation plans.
- Tuition Reimbursement program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

To Apply

SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of most recent resume to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. All others should e-mail an SFRTA Employment Application and resume, along with salary requirements, to jobs@sfrta.fl.gov, or fax to 954-653-9105 or mail to, Mary Jane Lear, Director of Human Resources, at 800 NW 33rd Street, Pompano Beach, FL 33064. Applications are available online at www.sfrta.fl.gov and must reference a posting number.

EOE/Smoke and Drug Free Workplace