



JOB TITLE: Director of Human Resources
DEPARTMENT: Human Resources
REPORTS TO: Senior Director of Engagement and Administration
SALARY GRADE: Level 107 (\$99,646 - \$124,558) DOQ

LAST REVISION DATE: 11/2022
EEO: Professional
FLSA: Exempt, Regular Full-time

STAFF: Human Resources & Training Specialist

PURPOSE OF JOB

The Director of Human Resources plans, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resource department, ensuring legal compliance and implementation of the DCTA mission and talent strategy. The position provides transformational leadership for the organization, performing professional assignments and tasks in the execution of DCTA's payroll process, benefits programs, human resources, employee relations, employee engagement, and recruiting efforts. This position also serves as the Equal Employment Opportunity (EEO) Officer for the agency. The ideal candidate will encourage collaboration, communication, and innovation while embracing transparency, inclusivity, and adaptability. The Director of Human Resources performs under the general direction of the Senior Director of Engagement and Administration.

ESSENTIAL FUNCTIONS

- Administration of all agency human resources activities, including, but not limited to, payroll, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development
- Monitor and ensure DCTA's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Lead development of and updates to agency human resources policies and reference materials, including but, but not limited to the Employee Handbook, compensations studies as required by agency policy, job descriptions, and onboarding material.
- Manage recruiting and hiring process for all positions, including identification/justification of new positions drafting position descriptions, recruiting activities, diversity initiatives, publication management, oversight of selection process, offer issuance/negotiation, post-offer administrative duties, and succession planning
- Prepare, verify, reconcile, and process semi-monthly payroll for DCTA as well as reviewing bi-weekly payroll for third-party contractor and preparation of any supplemental payments (i.e. child support, voluntary deductions)
- Maintain Human Resources Information System (HRIS) and payroll process including new hire set-up, terminations, data maintenance, and auditing of personnel files to ensure legal compliance
- Process quarterly and annual payroll tax packages for DCTA; audits third-party contractor tax packages, where applicable.
- Develop, implement, and promote agency culture, including employee recognition, team building activities, and management of the DCTA Wellness Committee
- Oversee full-cycle benefit programs, including benefits selection, budgeting, contract management, plan setup, implementation, communication to staff and Board of Directors as needed, and benefits enrollment.
- Manage, communicate, and administer needs for FMLA/administrative/short-term disability/long-term disability leave, and maintain compliance for legal and federal requirements
- Oversee performance management and conflict resolution, including but not limited to working with supervisors to implement necessary performance management objectives, disciplinary actions and/or terminations, conduct investigations, and ensure compliance with policies and legal guidelines
- Prepare and manages the Human Resources Department budget as well as prepare and provide compensation and benefit financial projections of employees for budgetary staffing purposes
- Manage the development, selection, and execution of training & development materials for staff, facilitating with external vendors as required
- Ensure both fiscal and calendar year end procedures are completed in an accurate, compliant, and timely manner, including reconciling and distributing W-2s
- Monitor and maintain all employee earnings records, wage statements, taxes paid, and reconcile and report earnings, taxes, and pensions to federal and state agencies

- Perform other duties or projects of similar nature and level as assigned

REQUIREMENTS TO PERFORM WORK

Knowledge of:

- Working knowledge of Human Resources practices
- Microsoft Office suite including Word, Excel, PowerPoint, Outlook
- Advanced knowledge of payroll laws, rules, and processes including Affordable Care Act, medical insurance, fringe benefits, payroll administration, and applicable year-end reporting requirements
- Advanced knowledge of IRS tax rules and procedures as it pertains to payroll
- Kronos Payroll System ("UKG Ready") experience preferred

Ability to:

- Act as a Champion for Change by challenging the status quo; encouraging employees to question existing methods, practices, and assumptions; motivating and empowering employees to try new things; coaching employees on effective change management principles.
- Recognize opportunities and quantify potential gains and losses, pursues new directions and drives needed change.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines
- Demonstrate a professional level of expertise and high level of discretion and judgment in execution of duties
- Establish cooperative working relationships and communicate effectively and sensitively with all levels of staff, both verbally and in writing
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments
- Compile and maintain complex and extensive records and prepare reports
- Remain up-to-date to ensure agency's compliance in all Human Resources, Benefits, and Payroll functions

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

EDUCATION AND EXPERIENCE (Any equivalent combination of education and experience)

- Bachelor's Degree in business administration, human resource management, or related field from an accredited college or university preferred. Five (5) years of experience in human resources, payroll and employee benefits programs, contract management, and claims resolution
- SHRM-CP/SCP (PHR / SPHR) certification preferred

Special Requirements: Hold a current valid Texas Driver's Licenses or have the ability to obtain one upon entry into the position.

PHYSICAL ACTIVITIES:

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer and telephone. The essential functions of this position are performed in an office environment.

Additional perks and benefits that accompany full-time employment with DCTA:

- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit passes (bus and rail) for you and your immediate family.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.