

**Human Resources
Job Posting**

POSTING NO.: 87494**EXPIRATION DATE:** Open until filled

JOB TITLE: Manager, Policies, Procedures and Special Projects
SALARY RANGE: Min.: \$71,572 Mid.: \$89,465
HAY POINTS: 551
DEPT/DIV: Human Resources
SUPERVISOR: Assistant Director, Policies, Procedures and Special Projects
LOCATION: 2 Broadway, New York, NY 10004
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)

SUMMARY:

The incumbent will report to the Assistant Director of Policies, Procedures, and Special Projects and will assist in the management of Human Resource policies, procedures, and special projects, including the creation, maintenance, update, dissemination, and communication of policies, procedures, HR programs, and other documents. This position will also support broader Human Resource functions through participation in short and long-term special projects covering all facets of Human Resources (HR).

RESPONSIBILITIES:

Responsible to assist with the management, development, and administration of MTA-HQ and All-Agency policies and procedures records, assuring they are clear, recorded, and up-to-date. This role will ensure employee access to appropriate information through direct dissemination and communication of documents and/or maintenance of employee resource sites and portals.

Responsible to facilitate information exchange between agency HR and senior management to support understanding of program effectiveness. Responsibilities include assisting in the review of policies, research on usage, interpretation and development of recommendations, performing re-writes, obtaining approvals and preparing and distributing changes through effective communication vehicles.

Manage communications of HR practices through coordinating educational forums, developing communication of Human Resource programs, and overseeing the maintenance and publication of key information as required.

Manage, coordinate, and disseminate internal and external reporting to NYS, Federal, FOIL, and Agency requests for information.

Manage and support general HR functions through participation in short- and long-term projects across a variety of human resources disciplines, as required.

Support departmental budget development and monitoring through activity tracking, analysis, and reporting.

Assist with the management of the Internal Controls program to ensure accurate and timely testing and reporting.

Assist with the management and coordination of the Domestic Violence program and Requests for Proposals (RFPs).

Perform other duties, as directed, in order to assure the smooth business operation of the Agency and the attainment of the Agency's goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of relevant state and federal laws and regulations affecting related HR policies and activities.

Must possess proven, effective leadership, management, problem solving, planning, organizing, decision making, and analytical and judgment skills.

Effective communication (oral and written), human relations, presentation, conflict/management, coordination and negotiating skills.

Must be able to handle multiple, diverse activities simultaneously.

Incumbent must have strong organizational and interpersonal capabilities with the proven ability to build consensus among groups that reflect the values and mission of the MTA.

Must be able to take initiative and be proactive with ability to identify and anticipate needs and recommend solutions.

Advanced working knowledge of PC applications and HR systems (i.e., Excel, Word, Visio and PeopleSoft) with ability to generate spreadsheets and analyze data.

Must have ability to handle confidential matters and information.

Must have ability to interact with managers and employees at all levels in the organization.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree (or equivalent combination of education and experience) plus a minimum of 5 years of Human Resource experience with an emphasis on policies, procedures, or written communications preferred.

Advanced Degree in Human Resources or related field preferred.

Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred.

To apply, please go to the MTA Employment Portal at: <http://web.mta.info/mta/employment/> and click on MTA Headquarters.