



Human Resources Manager

The Ohio Turnpike and Infrastructure Commission

Berea Administration Building – Berea, OH

If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Salary range from \$80,000.18 - \$88,305.36 annually
- Excellent pension
- Excellent health care benefits
- Generous paid leaves
- Educational assistance and reimbursement

Job Duties:

- Oversees and/or assists with all Commission employment and labor relations activities
- Advises and assists departments in areas of recruiting, testing, job analysis, selection, classification, employment procedures, and performance management to ensure compliance with federal and state laws and Commission policies and procedures
- Oversees recruiting and staffing functions and new hire orientation processes, conducts interviews and recommends candidates for hire
- Posts internal job vacancies in accordance with the collective bargaining agreement and prepares award letters and paperwork relative to same
- Receives and approves or denies requests for Accommodations and communicates appropriately with field supervision
- Assists with planning, organizing and coordinating all activities related to classification and compensation for all employees
- Researches and responds to Unemployment Compensation requests for information and represents Commission in Unemployment Compensation hearings
- Assists with and/or conducts harassment allegation investigations
- Conducts pre-disciplinary hearings of bargaining unit employees for proposed suspensions and/or termination proceedings
- Assists with Federal and State legislation compliance pertaining to all personnel issues including staffing, compensation and employee relations issues
- Coordinates union grievance meetings and organizes information requests
- Acts as alternate liaison with union and its staff members
- Prepares materials and analysis for labor negotiations and assists in negotiation process
- Serves as Acting Director of Administration in the absence of the Director of Administration
- Performs any other duties as may be required or assigned by the Director of Administration

Minimum Qualifications and Major Worker Characteristics:

- Bachelor's Degree in Business Administration or Human Resources Management required
- Minimum of five (5) to seven (7) years' experience in human resources, including concentration in employment and labor relations and two (2) years' in supervisory capacity
- Strong communication skills with the ability to work independently and make knowledgeable decisions
- Maintain a high degree of trust and confidentiality
- Proficient in HRIS systems and Microsoft Operating Systems and Office 365
- Professional in Human Resources (PHR) or Certified Professional (SHRM-CP) certification preferred

Application Process:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter, resume and FCRA Authorization via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Director of Administration
Human Resources Department
Reference Code: HR Manager
682 Prospect Street
Berea, Ohio 44017

Please submit application materials no later than Monday, March 2, 2020 at 5 p.m.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.