



PARKING AUTHORITY OF BALTIMORE CITY
JOB ANNOUNCEMENT
 Announcement #: EXECPN148



General Position Information

Job Title	Human Resources Manager		
Position Reports to:	Executive Director		
Department	Executive	Salary	\$75,000
Division	Human Resources	FLSA Status	Exempt
Section	Administration	Pay Grade	A09
Work Location	200 West Lombard Street	Employment Type	Full-Time

Job Summary

The Human Resources Manager performs complex professional and administrative work related to general human resources management. Responsible for the development of PABC personnel policies and procedures; recruitment and testing, screening of applicants, new employee orientation, staffing, training, benefit programs administration, safety and risk management, diversity plans, management of the performance evaluation system, and compliance with Federal, State, and city laws relative to human resource administration. Advises and makes recommendations to Senior Staff, managers and supervisors on human resource related matters and on personnel organization and administration.

Essential Duties and Responsibilities

- Develops and recommends PABC personnel policies and procedures;
- Reviews and recommends streamlining and/or updating of personnel policies, procedures, and practices;
- Understands and uses technology to continuously improve services;
- Maintains PABC Standard Operating Procedures (SOPs), maintenance of current regulations, changes in policies, and procedures.
- Develops and implements a PABC recruitment program;
- Interviews and screens job applicants and prepares vacancy announcements for open positions;
- Oversees and administer all pre-employment testing, reviews job applications;
- Reviews job applications, schedules and participates in interview panels that determine personnel hiring, prepares personnel forms, correspondences and reports;
- Develops and administers contractor/in-house training programs for employee development, assisting departments with specific training;
- Directs the needs assessment for training and staff development to enhance employee performance;
- Prepares effective written communications and oral presentations designed to educate, explain, and/or persuade;
- Collaborates with management and make recommendations on compensation standards across multiple positions and grades;
- Supports personnel and payroll system processing;



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- Administers the PABC benefit program which includes researching, analyzing, and making recommendations on various benefit programs;
- Designs, facilitates, conducts, manages and administers a variety of benefits, programs, projects and systems including benefit counseling, investment counseling, benefits orientation, communication on benefits, and open enrollment;
- Provides the appropriate amount of information and administering programs to a wide variety of individuals on Dental, Health Care, Retirement, Retirement Planning, Life Insurance, Employee Assistance Program (EAP), On and Off the Job Injury and Illness, Family Medical Leave, New Employee Orientation, etc.; ensuring that all affected individuals are properly notified, forms are completed and paperwork is processed;
- Manages contractual services benefit vendors, develops requests for proposals, reviews proposals, assists with contract terms, and monitors contractor performance;
- Assists management in the establishment of consistent disciplinary policies and procedures;
- Conducts exit interviews to determine factors affecting personnel recruitment and retention;
- Assists in performance evaluations to ensure effectiveness, compliance and equity within the organization;
- Advises management on appropriate resolutions of employee relations issues;
- Responsible for full lifecycle employee processing;
- Processes, verifies and maintains the confidentiality and the integrity of all personnel related data including but not limited to: new hires, status changes, personal information changes, reporting changes, performance reviews, and terminations;
- Maintains a current file of applicants for all positions in hard copy as well as electronic forms in a methodical system;
- Acts as PABCs liaison for all other personnel-related matters with the City of Baltimore;
- Represents PABC before the Board of Directors, and other boards, commissions, and outside agencies;
- Responds to inquiries regarding policies, procedures and programs, as well as to external requests for employment verification and furnishes necessary information to authorized parties;
- Oversees the safety program at PABC, investigates accidents and prepares reports for insurance carriers.
- Performs other duties as assigned and required.

Supervision Received and Exercised

This position does not directly supervise employees. However, this position may utilize past background, knowledge, and experience to provide guidance and coaching to senior staff, managers, and employees in an indirect capacity.

This position requires minimal direction, exercises considerable latitude in determining objectives and assigning work to others. The position plans and arranges own work, determines personal goals and



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objectives, and refers only rare and unusual cases to a direct supervisor or manager. Decisions and recommendations at this level can affect resources, outcomes to assigned projects and impact budget.

Qualifications

- Bachelor's degree in related field with 5-7 years related experience; or
- Master's degree in related field with 3-4 years related experience required.
- Equivalent years of experience may be substituted for degree requirement where 1.5 years' experience is equivalent to 1 year of college.
- PHR/SPHR certification strongly preferred.

Knowledge, Skills, and Abilities Requirements

- Ability to serve as a consultant and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.
- Ability to complete analysis and interpretation of professional, technical, or government documents or regulations involving a high level of skill.
- High level of customer service skills necessary to interact well with all PABC team members, PABC customers, contacts with City agencies, PABC benefit vendors, and external agencies.
- Ability to make a decision that may affect an entire function, unit or department or numerous external customers, which may impact legal action taken against PABC if decisions are not administered according to Federal, State, and city law.
- Uses past knowledge and background to provide solutions to a variety of problems.
- Requires extensive knowledge of principles, concepts, and practices across all areas of human resource management.
- Ability to apply and develop new concepts, techniques, and programs which make a positive impact on PABC.
- Ability to read and analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



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Physical Requirements

The job occasionally requires stooping or bending. Occasional light lifting, such as three or four reams of paper, or other materials (up to 20 pounds) may be required. There are no major sources of discomfort; work is essentially conducted in a normal office environment with acceptable lighting, temperature and air conditions.

Additional Requirements

Required	Requirements
<input checked="" type="checkbox"/>	Criminal Background Check
<input checked="" type="checkbox"/>	Computer Skills Assessment
<input checked="" type="checkbox"/>	PABC Job Application
<input checked="" type="checkbox"/>	Proof of Education and Training Qualifications
<input checked="" type="checkbox"/>	Certification (PHR/SPHR Certification strongly preferred) see Qualifications Section
<input checked="" type="checkbox"/>	Valid Maryland Class D or C Noncommercial Driver’s License (less than 5 points) and eligible to obtain a City of Baltimore Driver Permit

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This is an at-will position; the position may be eliminated at any time, and your employment within the position may be terminated at any time. This and all organization positions are subject to transfer, based on company need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Parking Authority of Baltimore City is also an Equal Opportunity Employer and does not discriminate based upon sex, race, creed, color, national origin, or any other legally protected status.

**Submit Resume and Cover Letter by Closing Date to PABC c/o Human Resources, 200
 W. Lombard Street, Suite B, Baltimore, MD 21202 or via email to
 employmentopportunities@bcparking.com**

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, sexual orientation or veteran status.

The Parking Authority is a smoke-free and drug-free workplace.
 We encourage a diverse work environment.