



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

JOB DESCRIPTION

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Title: Human Resource Coordinator

Reports to: Executive Director

Effective Date: Until Filled

Job Summary: To effectively manage the Human Resources of an TCATA to optimize productivity, profitability and employee satisfaction. The Human Resources Coordinator is responsible for coordinating all administrative activities related to personnel, including developing recruitment strategies, maintaining the systems for managing staff benefits, payroll, behavior and onboarding of new employees.

Essential Duties and Responsibilities:

- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Identify and manage training and development needs for employees.
- Administer HR policies, procedures, compensation, and benefits.
- Payroll processing using a third-party payroll and timecard system
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations.
- Maintain union agreements, contracts, and correspondence with the union.
- Develop and implement human resources policies and procedures.
- Create/maintain an Employee Handbook.
- Implement and monitor performance management system, employee complaints, grievances, and employee discipline processes.
- Conduct exit interviews.
- Such additional tasks as the Executive Director may assign.

Required Skills/Abilities:

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.



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- Ability to maintain a regular attendance and punctuality to maintain job redundancy for administrative functions.
- Ability to work cooperatively in a fast paced, team-based environment.

Required Education and Experience:

- Bachelor's degree in Human Resource Management or related field.
- Excellent organizational, analytical and interpersonal, written and verbal communication skills.
- Knowledge of multiple human resource disciplines, including knowledge of federal/state employment and benefit laws.
- Experience with labor laws and benefits.

Please Submit Resume and Cover Letter to: ACRAYTON@TCATABUS.ORG