

Human Resource Manager

Management

Denver, CO, US

Denver Transit Operators (DTO) is a privately held company that has a 29-year contract with the Denver Regional Transportation District (RTD) to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have a full time opportunity for a **skilled and experienced Human Resources Manager**. The salary range for this position is \$95,000 to \$110,000. We are seeking a committed individual with demonstrated leadership ability to guide and manage the overall provision of Human Resources services, policies, and programs. The HR Manager will be involved with proactive education and employee development and training, as well as the duties listed below.

As the Human Resources Manager some of your duties will be to:

- Oversee all HR functions, including recruiting, performance management, employee compensation, and benefits programs.
- Development, implement and administer personnel policies and procedures. Prepare and maintain the employee handbook.
- Facilitate and coordinate the annual performance review program. Train supervisors and managers in development and documentation of goals, progress and results. Provide instruction and support on the use of DTO's performance monitoring system.
- Recruit and hire personnel: provide job descriptions, source candidates, conduct and/or coordinate the selection process. Review applications, arrange interviews, coordinate the selection process, provide offer letters, negotiate with candidates regarding compensation.
- Prepare employee separation notices and related documentation
- Oversee the delivery of training in policies and procedures covering substance abuse, diversity, sexual harassment, ethics, whistle blower protection, workplace violence, attendance, and other topics applicable to all employees.
- Oversee the drug and alcohol testing program
- Ensure that personnel records are compliant with all legal requirements, FRA regulations and the company's business needs.
- Coordinate the system-wide training program. Monitor and document training requirements by job title, training delivered, training material, test results and all other material required by CFR 243.
- Oversee the HR Coordinator in the areas of new employee orientation, benefits, performance management, and training.
- Develop and coordinate employee recognition programs, celebrations of success and other morale-building activities.

- All other duties as assigned

Minimum Qualifications:

- Bachelors' degree in human resources, education, organization development, instructional technology or related field required. SHRM-SCP, SHRM-CP or HRCI (SPHR or PHR) certification preferred.
- Must have at least five years of experience in HR to include expertise in the areas of compliance, policies, programs, and processes
- Must have previous employee/labor relations, union-management relations, discipline administration, arbitration and conflict resolution
- Knowledge of EEOC and NLRB regulations and processes and additional labor & employment law
- Proficiency with Microsoft Office Suite, ADP, and Safety Plus Web
- Sound judgment and the ability to manage time and workload effectively
- Ability to work flexible hours including evenings and weekends as necessary
- A sense of urgency and ability to thrive in a fast-paced environment
- Excellent organizational skills with attention to detail and accuracy
- Willingness to adapt and be flexible in a growing company
- Ability to develop and maintain professional and productive relationships with employees, the client and regulators.
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check
- Must pass a pre-employment drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy

If you are an individual who loves a fast-paced environment, is motivated to work in a startup and growing organization, then please apply at www.denvertransitoperators.com.

Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.