

Job Title: HR Specialist

Industry: Commuter Rail Operations

Reports to: Human Resources Manager

Position Summary:

The Human Resources Specialist is responsible for providing support in the various human resource functions, which include recruitment, benefits, compliance, training and development, and performance management.

Description of Duties:

- Maintain personnel records including employee's names and numbers, hire dates, wage and benefit records, and criminal violations that directly relate to the performance of O&M services.
- Maintains training records.
- Provide orientation training for new employees.
- Complete HRIS system data entry including employee onboarding, off boarding and status updates.
- Administers benefits and leave programs including return to work.
- Update personnel records and assist employees with forms and procedures.
- Examine employee files to answer inquiries and provide information to authorized persons.
- Compile data from personnel records and prepare reports.
- Compile and maintain records for use in employee benefits administration.
- Responds to employment verification requests.
- Assists Talent Acquisition Recruiter in coordinating and conducting the full cycle recruiting process.
- Assists in ensuring company policies and practices are compliant with federal, state, and local employment laws and procedures, including record keeping.
- Maintain and build relationships within our team and contributes to a positive employee experience.
- Maintain confidentiality and use sound judgment.

- All other duties as assigned.

Qualifications:

- High School diploma or GED required, associate or bachelor's degree preferred.
- Must have at least two years of experience in an administrative capacity; previous experience in human resources required
- Strong computer skills to include all Microsoft Suite applications
- Excellent written and verbal communication skills
- Must be detail oriented with the ability to create and implement policies, procedures, and documents
- Understanding of the transportation industry preferred; previous DOT and/or FRA experience helpful

Must have previous experience in the following areas:

o Benefits

o Performance Management

o Payroll

o Compliance

- Ability to prioritize and accomplish multiple tasks with minimal supervision.
- 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 screen and be willing to comply with the DTO Drug and Alcohol policy.