



## Massachusetts Teachers Association Job Description

---

<b>Job Title:</b>	Director of Human Resources
<b>Division:</b>	Human Resources
<b>Reports to title:</b>	Executive Director-Treasurer
<b>Designation:</b>	Management

### Major Responsibilities:

The Director of Human Resources establishes, implements, and oversees HR processes and policies. The Director provides expertise and strategic guidance on all facets of the HR function and partners with the management team to foster a high performing, collaborative, and welcoming workplace environment.

### Specific Responsibilities:

- Manages and provides strategic direction in all facets of the HR function, including but not limited to benefits administration, labor and employee relations, talent acquisition, workforce training and professional development, human resources information systems, adherence to employment laws and regulations, performance management, and 401K and pension oversight.
- Develops employment policies and clear procedures to advance strategic HR objectives.
- Develops effective procedures and programs covering all aspects of the employee life cycle including recruitment, hiring, compensation, onboarding, professional development, and retention.
- Holds grievance hearings, provides interpretation of collective bargaining agreements, advises managers on internal labor relations and employment issues, and participates in staff contract negotiations.
- Provides leadership and accesses resources to help equip staff at all levels of the MTA with the tools and support to be effective advocates for racial, economic, and gender justice in the workplace and in their work and strengthen the staff's understanding of the impacts of systemic racial, economic, and gender injustice on the workplace culture.
- Identifies employee training needs, resources, and opportunities and oversees organizational training budget.
- Oversees benefit administration including vendor contract negotiations to ensure benefits are competitive, cost effective and compliant with CBA requirements.



- Oversees leave administration, including FMLA, PFML, STD, LTD, ADA and Worker's Compensation and ensures adherence to applicable laws and union contract provisions.
- Collaborates with hiring managers to develop appropriate job descriptions and determine classification level and step placement.
- Conducts independent investigations of complaints regarding discrimination, harassment, or other actions that impact MTA's ability to provide a welcoming and safe work environment.
- Develops HR strategies and programs to generate a diverse applicant pool, establish anti-bias hiring practices, and foster a welcoming workplace.
- Devises HR strategies and programs that promote employee satisfaction through an organizational culture of collaboration, employee engagement, teamwork, high performance, and employee recognition.
- Oversees HRIS data systems and personnel records; stays abreast of evolving needs and technology.
- Keeps abreast of HR best practices, all state and federal laws, regulatory and compliance requirements, and trends impacting HR.
- Establishes and maintains productive working relationships with staff unions to improve conflict resolution procedures and identify opportunities for collaboration.
- Serves as a management representative on Joint Labor Management Committees, helps prepare agendas, and follows up on action items.
- Provides advice and resources to managers and employees to improve the system of employee feedback and evaluation.
- Develops effective systems for pension administration and ensures adherence with all plan requirements, consulting with the actuary, ERISA attorney, and auditors as needed.
- Oversees compliance on benefits including non-discrimination testing, tax filings, and other mandated state and federal reporting.
- Serves as a Fiduciary on the 401k and pension fund.
- Possesses signatory authority as needed.
- Develops and manages annual division budget.
- Identifies and researches HR issues, provides analysis and recommendations to the Executive Director-Treasurer, and establishes HR objectives aligned with MTA's strategic priorities.
- Manages a staff of three: EEO Officer, Benefits and Leave Specialist, and Senior HR & Legal Administrative Assistant.
- Serves as staff consultant to the Board Negotiating Team, Staff Retirement Committee, 401(k) Committee, Equal Opportunity Council, and Workplace Equity Committee.
- Serves as a member of the MTA Management Team.
- Performs other duties as assigned by the Executive Director-Treasurer.



## **Qualifications:**

- Minimum of five years of human resources management experience.
- Demonstrated hands-on experience with many aspects of HR function including benefits administration, talent acquisition, onboarding, workforce training and professional development, human resources information systems, performance management, and 401K and pension oversight.
- Demonstrated experience with labor relations in a unionized workplace, including grievance handling, contract interpretation, joint labor management committees, and contract negotiations.
- Strong knowledge of best practices and competencies for a high-quality HR function.
- Demonstrated understanding of how race, class, and gender oppression, as well as other forms of oppression, operate at individual, cultural, institutional, and structural levels.
- Knowledge of state and federal employment laws and regulations.
- Experience leading organization-wide initiatives and project/change management.
- A commitment to the mission of the MTA and to the organized education profession.
- Proven ability to actively listen and facilitate difficult and honest conversations.
- Proven successful management of people and projects.
- Competency in the use of technology in HR solutions.
- Excellent oral, written, and interpersonal communications skills.
- Commitment to fostering a work environment that is highly professional and collaborative and produces high-quality work and results.
- Bachelor's degree in HR Management, Psychology, Business or a related field; Master's preferred or any equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position.
- Available to work long hours, nights, and weekends on occasion.
- Reliable transportation required for travel throughout Massachusetts.

**To apply: Please submit a resume and cover letter describing your interest and qualifications.**

*\*The MTA reserves the right to waive any qualifications at its discretion\**

*The MTA is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all staff.*