

ER-OEO- Leave – UC Coordinator

Pittsburgh Regional Transit is seeking a ER -OEO- Leave – UC Coordinator to perform a broad range of duties for Employee Relations and OEO. Research and prepare information for Contract Negotiations for Port Authority of Allegheny d/b/a Pittsburgh Regional Transit (PRT). Develop and maintain departmental databases. Generate reports, analyze, interpret Labor Relations data, and provide recommendations. Administer and support processing of Unemployment Compensation Claims, Reasonable Accommodation requests, FLMA requests, Attendance, and other Leave Programs.

Essential Functions:

- Utilizes PeopleSoft HRMS and Hastus to perform the following:
 - Prepare, update, and maintain department reports.
 - Process department invoices
 - Research information for processing unemployment claims.
 - Enter modified duty and end of modified duty.
- Receives internal OEO complaints and transcribes information received. Tracks Operation Division response to Title VI complaints and initiates closure of such complaints. Assists OEO staff in preparing for fact-finding conferences, as needed. Maintains confidential records and files on all complaints from Federal, State, and local authorities along with internal complaints submitted to the OEO Department. As needed, drives to locations to collect and/or return material needed for investigations and follows-up with management.

Job requirements include:

- Associate degree in Business Administration, Human Resources Management, Labor Relations, or related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Demonstrated ability in the use of Windows, and Microsoft Word, Excel, and PowerPoint.
- Two years of human resources experience in any one or a combination of the following areas: Employee Relations, Employment, and/or Benefits
- Professional and effective oral, written, and interpersonal communication skills.
- Ability to work independently and make decisions.
- Strong organization skills with a high attention to details.
- Customer service oriented.

Preferred attributes:

- BA/BS in Business Administration, Human Resources Management, Labor Relations, or related field from an accredited school. (Experience in the areas of workers' compensation, employee relations, or benefits administration can be substituted for the education on a year-for-year basis.)



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Holly A. Jenkins
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
HJenkins@RidePRT.org
EOE