

Employee Relations Representative

Pittsburgh Regional Transit is seeking an Employee Relations Representative to function as the Employee Relations/Human Resources representative of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) for assigned divisions, within the scope of labor/employee relations matters. Advises management on labor agreement interpretation and administration. Directs investigations, conducts disciplinary and grievance hearings to ensure consistent, system-wide adherence and applications and represents PRT at the first step in the grievance procedure. Screens grievance cases for arbitration and enters into binding agreements with unions in dispute resolution. Develops and implement Employee Relations training programs; identifies, recommends and assists in facilitating other training opportunities, as required. Serves as a member of the PRT's negotiating team to participate in contract negotiations with union representatives.

Essential Functions:

- Utilize PeopleSoft HRMS to perform the following:
 - Enter, update and maintain discipline, grievances and terminations.
- Function as the Human Resources Representative at the assigned divisions, expediting the resolutions of labor/employee relations matters as they arise day-to-day. Provides information on labor law and accepted labor relations practices.
- Advise management on the administration of labor agreements and provides interpretations to ensure fulfillment of contractual obligations. Ensures adherence to company policies and procedures for proper and consistent application and compliance.
- Direct investigations, conducts disciplinary hearings, determines appropriated level of discipline and implements up to and including discharge.

Job requirements include:

- High school diploma or GED.
- Bachelor's degree in industrial/labor relations, human resources management or related field from an accredited college or university. Experience within labor relations/employee relations area may be substituted for education on a year-for-year basis.
- Minimum of five (5) years' experience in labor and employment law. No certifications or licenses required.
- Minimum of one (1) year experience in a unionized environment.
- Knowledge of labor and employment laws.
- Demonstrated ability in the use of Windows, Microsoft Word and Excel.
- Professional and effective oral, written, and interpersonal communication skills.
- Good organizational skills.

Preferred attributes:

- Previous supervisory and/or leadership experience.
- Oracle/PeopleSoft experience.
- General Human Resource experience.



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

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