



## VACANCY ANNOUNCEMENT

**Job Title: Director of Human Resources**

**Department: Human Resources**

**Union: Not Represented**

**Starting Salary – \$130,921**

**Posted: Internal & External**

**Persons Eligible: Internal and External**

**Applications will be accepted until June 10, 2019**

### **General Description:**

The Director of Human Resources is responsible for directing all of the people functions of the agency in accordance with the policies and practices of the Philadelphia Parking Authority, and the laws, regulations and administrative rulings of local, state and federal authorities. The incumbent will also be responsible for the strategic human resource planning to provide the agency with the best people talent available and to position the organization as the employer of choice.

### **Principal Duties:**

1. Plans, develops, organizes, implements, directs and evaluates the organization's human resource function and performance.
2. Participates in the development of the organization's plans and programs as a strategic partner, but particularly from the perspective of the impact on employees.
3. Translates the strategic and tactical business plans into HR strategic and operational plans.
4. Evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items affect the attraction, motivation, development and retention of the people resources of the agency.
5. Develops staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility. Identifies appropriate and effective external sources for candidates for all levels within the agency.
6. Provides advice on compensation and benefits programs to provide motivation, incentives and rewards for effective performance.
7. Utilizing the strategic plan and in concert with the Leadership Academy, develops programs to permit the full development and performance of all employees and plans and schedules training.
8. Develops human resource planning models to identify competency, knowledge and talent gaps and develop specific programs to fill the identified gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities, and general business development programs to enhance employee knowledge and understanding of the business of the company and the software industry.
9. Establishes credibility throughout the organization to be an effective listener and problem solver of people issues.
10. Develops appropriate policies and programs for effective management of the people resources of the organization. Included in this area would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development, among others. Works in conjunction with internal and external legal counsel.
11. Enhances and/or develops, implements and enforces HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization.
12. Manages the budget and other financial measures of the HR department.
13. Continues improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.

14. Evaluates the HR division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as for providing individuals with professional and personal growth opportunities.
15. Participates with senior staff in negotiations with unions on salaries and benefits, collective bargaining agreements, grievances and other union matters

**Required Knowledge, Skills and Abilities:**

- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practices
- Human Resource Executive
- Leadership & Navigation
- Relationship Management

**Working Hours:** Monday through Friday, 8:30 a.m. – 5:00 p.m. and as required.

**Minimum Acceptable Training, Experience, and Education:**

1. Bachelor Degree in Human Resources or equivalent
2. SPHR or PHR Certification
3. Knowledge of relevant federal, state and local regulations relating to Human Resources, i.e., Title VII or the Civil Rights act of 1964, ADA, FMLA, and Wage and Hour laws
4. Ten or more years of government human relations experience with a unionized workforce.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE SUBMIT RESUME TO:**  
**RICHARD D. DICKSON, DEPUTY EXECUTIVE DIRECTOR**  
**PHILADELPHIA PARKING AUTHORITY**  
**701 MARKET STREET, SUITE 5400**  
**PHILADELPHIA PA 19106**