



Job Description

Title: Human Resources Generalist		Revision Date 03/03/2025
Reports to: Chief Executive Officer		
Directly Supervises: None		
Exempt	Non-Union	Full Time
Work Schedule (subject to change) Generally – Weekdays 8:00 a.m. to 4:30 p.m.		
Job Description Summary		
The HR Generalist performs duties at the professional level in some or all of the functional areas: employee relations, training, recruitment and retention, and benefits management. This position requires an extremely organized and perceptive person who is capable of relating to individuals at all levels within the organization.		
Essential Functions		
<ul style="list-style-type: none"> • Oversee and manage recruitment, hiring, onboarding, promotions, and terminations, ensuring compliance with employment laws and best practices. • Develop, implement, and maintain human resources policies, including the Employee Handbook, organizational policies, and procedures. • Manage and administer employee benefit programs (health, dental, life insurance, vacation, sick leave, FMLA, disability, etc.), including open enrollment and employee education. • Maintain and update employee records, personnel files, and applicant documentation in compliance with federal, state, and local regulations. • Act as a liaison for employee relations, handling grievances, contract interpretations, and workplace concerns in coordination with leadership and legal counsel. • Monitor and enforce attendance, overtime, and leave policies while ensuring compliance with applicable labor laws. • Administer and oversee workers’ compensation claims, tracking cases and following up on open claims as needed. • Promote positive and effective employer-employee relations through employee recognition, reward programs, and engagement initiatives. • Assist with organizational development efforts, including employee training, development, and succession planning. • Maintain compliance with EEO regulations, serve as the organization’s EEO officer, develop policies, and submit required reports. • Research HR best practices, monitor regulatory changes, and implement continuous improvement strategies to enhance efficiency and cost-effectiveness. • Compile and maintain HR statistical and performance data, providing reports to leadership as needed. • Support business process re-engineering efforts, including process mapping, developing new procedures, and coordinating multi-departmental projects. • Occasionally attend meetings, conferences, and training sessions that may require travel. • Perform additional related duties as assigned. 		
Qualifications, Education, Training, Certification, Licenses Requirements		
<ul style="list-style-type: none"> • Minimum of a bachelor's degree in human resources, business, or closely related field. • Minimum of seven (7) years of Human Resources experience with at least 2 in a labor environment and including experience in recruitment, benefits administration, and compliance. 		



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- Required experience in managing union environments, collective bargaining agreements, and grievance processes.
- Ability to operate as a one-person HR department while collaborating with leadership and employees.
- Ability to navigate complex employee relations while fostering a positive workplace culture.
- Prefer human resources and/or benefit certification, such as PHR.
- Experience in public transportation preferred.
- Required to maintain a valid PA driver’s license.

Additional Working Conditions

- Primarily works indoors in an office environment.

Knowledge, Skills, and Abilities Required

- Superior written and oral communication skills
- Excellent problem solving and organizational skills.
- Ability to work independently.
- Ability to perform multiple tasks and manage multiple responsibilities concurrently.
- Exceptional interpersonal skills.
- Must maintain confidentiality with regard to all information and records.
- Proficient ability to use a variety of technology products including MS Office products.

Acknowledgement

This job description does not constitute an employment agreement between EMTA and the employee, and EMTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Immediate Supervisor: _____ Date: _____

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature: _____ Date: _____

EMTA is an equal opportunity employer. In accordance with anti-discrimination law, EMTA prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, disability, genetic information, age, retaliation, veteran status, or other applicable legally protected characteristics.

EMTA is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, its services, programs, and activities. EMTA will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices.