

Human Resources Analyst



**Regional
Transportation
Authority**

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Human Resources Analyst** position.

Under the general direction of the Director, Human Resources, the incumbent is primarily responsible for performing human resource work, providing research and analysis, recommending, designing, and developing new and/or improved human resources programs, policies and procedures to attract, retain and motivate employees. In addition, the incumbent is responsible for the full cycle recruitment and selection of staff, staff development, and assist with policy development and documentation.

Responsibilities include but are not limited to:

- Administer the training and development program by working with managers to identify, research, and recommend appropriate training for employees to enhance their skills and abilities. Assist with coordinating, developing and presenting human resource related training programs to management and employees.
- Develop strategies for broad employee training and development programs that will enable the organization to address current and future conditions, including retention management, realignment, recruitment planning, and career development.
- Research, draft, and recommend, human resources programs, policies, and procedures to ensure alignment with the company's strategic goals and utilization of best practices. Counsel, interpret and communicate HR policies and procedures.
- Recruit and assist in the selection of viable applicants for all positions. Assists in the development of effective, cost-efficient recruitment strategies that result in maintaining a highly qualified, diverse workforce. Aid in establishing a recognizable "employer of choice" reputation for the company.
- Collaborate with hiring managers to write job descriptions and job postings. Maintain the job posting site. Lead the creation of a recruitment and interviewing plan for each open positions. Research and recommend new sources for active and passive candidate recruiting.
- Collect data on cost-per-hire, time to hire, the impact of a continuous improvement process on cost savings, and the improvement of work processes.
- Maintain all pertinent applicant and interview data in the Human Resources Information system (HRIS). Regularly creates reports regarding personnel changes, monthly reports, statistics, and other human resource activities.
- Identify avenues to attract qualified applicants. Develop working relationships with universities to aid in recruiting. Assist with on-boarding new employees in order to become fully integrated with staff.
- Perform government reporting requirements including any related to EEO, and Veterans, enabling minimal exposure to lawsuits. Work with staff to ensure compliance with rules and regulations.
- Assist with employee communication and feedback through such avenues as company meetings, suggestion programs, surveys, employee focus groups, and one-on-one meetings.
- Assist with the development and monitoring of the HR budget.

Knowledge, skills, and abilities equivalent to a Bachelor's degree in human resources, public administration or related field. PHR or SHRM-CP certification is desirable. A minimum of five (5) years of progressively responsible knowledge of regulatory and professional human resources guidelines; solid understanding of full-cycle recruiting; knowledge of research methods and policy formulation. Must have experience and knowledge of human resources practices and federal and state laws and regulations. Strong analytical and problem solving skills, good inductive and deductive reasoning ability and quantitative skills are necessary. The ideal candidate should be highly organized, able to prioritize work independently, and possess strong written and verbal communication skills. Ability to appropriately plan and organize; monitor and evaluate the work flow of projects and activities. Proficiency with Microsoft Word, Excel, and PowerPoint is required. Prior HRIS experience is helpful. Ability to maintain composure

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and communicate effectively; ability to perform effectively under competing and/or conflicting demands on time and self in a busy environment; skill and tact in dealing with others. Must be able to work in a team environment. Ability to present to large and small groups effectively. Must maintain confidentiality. Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform moderately complex research work. Ability to formulate and write personnel policies.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Minimum Salary: \$59,000

Please submit a cover letter, resume and salary history to:

Regional Transportation Authority
Human Resources, Attn: 18-HRA
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=207>