



HUMAN RESOURCES PROJECT MANAGER

JC: HF133

BU: 91 (NR)

PG: 8

FLSA: Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, manages large, cross-division projects within the Human Resources Department and the Labor Relations Department; monitors and evaluates the efficiency and effectiveness of project activities and strategies; provides training and technical support to project team members; coordinates assigned activities with other divisions, and departments; provides complex staff support to the Assistant General Manager, Administration, in particular assisting in managing transitions in programs and functions that move the strategic agenda of the Office of Administration forward; and performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator classification is responsible for managing complex and highly impactful projects in the Office of Administration. The incumbent is accountable for setting and accomplishing project goals and objectives and for furthering District goals and objectives within general policy guidelines. The Human Resources Project Manager classification is distinguished from the different Human Resources division manager classifications in that the latter are responsible for managing all activities of one or more functional areas in the Human Resources Department, whereas the former is responsible for leading large, cross-division projects throughout the Office of Administration.

REPORTS TO

Assistant General Manager, Administration or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Leads interdepartmental teams to complete large scale, highly impactful Human Resources, Labor Relations and Procurement projects on time and to specifications.
2. Outlines the tasks involved in completing assigned projects and delegates to team members accordingly.
3. Monitors and evaluates the efficiency and effectiveness of project team activities and procedures with special emphasis on optimizing and enhancing project team capabilities; recommends and implements team staffing and service levels.
4. Plans, directs, coordinates and reviews the work plan for project team staff; assigns project activities and tasks; reviews and evaluates work products, methods, policies and procedures; meets with staff to identify and resolve problems.

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5. Oversees performance of all technical functions under assignment, including determining the scope of study and collection and analysis of data; finalizing written recommendations or results.
6. Oversees and participates in the preparation and administration of various District-wide programs, policies, or procedures relating to human resources, labor relation and procurement operations and activities; recommends new or changes to existing policies and procedures.
7. Supervises the work of contracted professional services.
8. Participates in the development of project budgets; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors expenditures; initiates adjustment requests as necessary.
9. Assist the Assistant General Manager, Administration in identifying, initiating and coordinating potential process improvements and system transformation projects within the Office of Administration.
10. Works with wide range of stakeholders to negotiate and resolve sensitive and controversial issues using persuasive techniques involving significant coordination of resources and resolution of problems.
11. Prepares and presents staff reports and other necessary correspondence.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Human Resources, Labor Relations and Procurement.
13. Attends meetings and interacts with other departments and executive offices on behalf of the Office of Administration and the Assistant General Manager, Administration.
14. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of human resources management and/or procurement
- Principles and practices of human resources management and/or procurement
- Principles and practices of human resources and/or procurement program development and administration
- Methods and techniques of implementing effective programs in a cost-effective manner
- Methods and techniques of managing programs and projects
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Developing and implementing improvements to human resources and procurement programs
- Applying practices, theories, techniques and management methodologies to assigned area
- Participating in the development and administration of division goals, objectives and procedures
- Overseeing the work of contracted consultants and plan administrators
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals

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- Researching, analyzing and evaluating new service delivery methods and techniques
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Preparing clear and concise reports and documentation
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in Human Resources, Public Administration, Business Administration, or a closely related field from an accredited college or university.

Experience:

The equivalent of five (5) years of full-time professional verifiable experience in the human resources or labor relations fields, which must have included at least one (1) year of lead experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0640 – Compensation, Benefits, Job Analysis Specialist
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : March 2006
Revised: June 2019
July 2022
Updated :