

**Gateway Development Commission
Director of Human Resources Job Description
Job ID 3002**

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Director of Human Resources, reporting to the Chief Administrative Officer. The Director of Human Resources is responsible for ensuring that GDC has the dedicated team of employees it needs to accomplish its critical mission, develops human resources policies and programs, and generally supports human resources needs across GDC units.

Essential Functions

- Provides policy guidelines and supports GDC departments in the recruitment, selection, and placement of personnel. Ensures that consistent standards of fairness and equitable treatment are maintained throughout GDC.
- Develops and builds human resources and personnel processes, guidelines, and supporting documents including an employee handbook.
- Directs implementation of GDC's compensation and benefits programs, including design, delivery, and compliance to attract and retain talent.
- Directs the development and maintenance of a human resources planning system to forecast, evaluate, and meet the human resources needs of GDC.
- Provides guidance to department heads on a variety of employee development, performance management, and placement issues.
- Responsible for a computer-based human resources information system, as well as centralized personnel records for all Agency employees.

Job Requirements

- Bachelor's Degree in public administration, business administration, human resources management, or related field.
- 10+ years of progressively responsible human resources and/or business management experience.
- Deep experience working with senior level executives and recruiting.
- A broad knowledge of recruitment, selection, training, compensation and benefits, human resources planning, and information systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.
- Excellent organizational, communication, management, and interpersonal skills.
- Experience building and developing human resources systems and resources strongly preferred.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Director of Human Resources” in the subject line.