

Company: Gateway Development Commission
Job Title: Senior Manager, Human Resources Operations
Location: New York/New Jersey
Date: December 12, 2023
Job ID: 3-012

Summary of Responsibilities

The Gateway Development Commission (GDC) is actively seeking a seasoned Senior Manager, HR Operations, to provide operational and strategic support to the Director of Human Resources. This key role involves actively participating in the day-to-day human resources functions, ensuring seamless operations, and contributing to the overall success of GDC's human resources initiatives.

Essential Functions

- Collaborate closely with the Director of Human Resources to implement and streamline operational processes within the HR department.
- Oversee the execution of human resources policies and procedures, ensuring consistency and adherence across GDC departments.
- Work alongside the Director in managing recruitment, selection, and placement processes, providing hands-on support to ensure efficient and effective hiring.
- Assist in senior-level executive recruitment, leveraging your experience in identifying and attracting top-tier talent.
- Support the Director in designing, implementing, and ensuring compliance with GDC's compensation and benefits programs.
- Collaborate with relevant stakeholders to address compensation and benefits inquiries and issues.
- Manage the human resources information system and maintain accurate personnel records, collaborating with the Director to ensure data integrity.
- Provide operational support in employee development initiatives and performance management processes.

Job Requirements

Bachelor's Degree in public administration, business administration, human resources management, or a related field.

A minimum of seven (7) years of human resources management experience.

Proven experience working closely with HR leaders and contributing to the operational success of the HR function.

In-depth knowledge of recruitment, selection, training, compensation and benefits, human resources planning, and information systems.

Excellent organizational, communication, management, and interpersonal skills.

Proven experience in designing and implementing effective performance management systems.

Skill in guiding managers and employees through performance reviews, goal setting, and the creation of personalized development plans.

Preferred: Experience in building and enhancing HR systems and resources.

Preferred: Ability to translate organizational objectives into actionable HR goals and initiatives, ensuring alignment with GDC's mission and values.

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 "Senior Manager, HR Operations" in the subject line.