

Company: Gateway Development Commission
Job Title: Human Resources Business Partner
Location: New York/New Jersey
Date: April 26 2024
Job ID: 3-020

Summary of Responsibilities

The Gateway Development Commission (GDC) is actively seeking a seasoned Human Resources Business Partner to provide operational and strategic support to the Head of Human Resource. 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

- Assist in the development and implementation of HR policies and procedures to ensure compliance with legal requirements and alignment with company goals.
- Support recruitment efforts by posting job openings, screening resumes, conducting interviews, and facilitating the hiring process.
- Manage employee onboarding and orientation programs to ensure a smooth transition for new hires into the organization.
- Provide guidance and support to employees and managers on HR-related matters, including performance management, employee relations, and disciplinary actions.
- Administer employee benefits programs, including enrollment, changes, and inquiries, and serve as the primary point of contact for benefits-related issues.
- Maintain accurate and up-to-date employee records in the HRIS system and ensure data integrity and confidentiality.
- Assist in the coordination of employee training and development initiatives to enhance individual and organizational performance.
- Support HR projects and initiatives, such as employee engagement surveys, diversity and inclusion programs, and wellness initiatives.
- Perform all other duties as assigned to cover additional HR responsibilities and support departmental needs.

Job Requirements

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

A minimum of five (5) years of human resources management or talent acquisition 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.

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

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 “Human Resources Business Partner” in the subject line.