

Gateway Development Commission
Senior Director of Human Resources Operations
Location: New York/New Jersey
Date: April 21, 2025
Job ID: 3-024

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Senior Director of Human Resources Operations, reporting to the Executive Vice President. The Senior Director of Human Resources Operations 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.
- Drive organizational culture and employment engagement initiatives.
- Manage relationships with co-employment organizations to ensure compliance with relevant laws and regulations.
- Collaborate with co-employment partners to align HR policies and practices for a seamless employee experience.

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 Development Commission (GDC) is a bi-state public authority charged with delivering the Hudson Tunnel Project: the cornerstone of the Gateway Program, a comprehensive set of rail investments that will improve transportation along the busiest section of the Northeast Corridor. GDC is governed by a seven-member Board appointed by Amtrak, New Jersey, and the New York State Department of Transportation. GDC works in partnership with Amtrak, NJ TRANSIT, and the Port Authority of New York and New Jersey.

The Hudson Tunnel Project (HTP) is the most urgent infrastructure project in America. It involves constructing a new two-track tunnel under the Hudson River connecting to New York Penn Station as well as the full rehabilitation of the existing 115-year-old North River Tunnel. The project will create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing.

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, disability, protected veteran status or military status, or any other category protected under applicable law. We encourage qualified people from all backgrounds to apply.

Attention all applicants who have applied for the Senior Director, Human Resource Operations (Job ID: 3-022)! We will be considering your resume for the Senior Director, Human Resource Operations (Job ID: 3-024) position, provided you meet the minimum qualifications required for the role!

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