

JOB OPPORTUNITIES

CAPITAL AREA TRANSIT SYSTEM



LOCATION:
2250 FLORIDA BLVD.
5700 FLORIDA BLVD.

JOB POSTING DATE:
4.14.17

How To Apply:

Submit an Employee Application along with your resume to Human Resources.

HR Fax: 225.346.3249

HR Email: careers@brcats.com

CAPITAL AREA TRANSIT SYSTEM

2250 Florida Boulevard
Baton Rouge, LA 70802

Phone: 225.389.8920
Fax: 225.389.8919

HUMAN RESOURCES BUSINESS PARTNER

JOB TITLE: Human Resources Business Partner

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Human Resources Director

DEPARTMENT: Human Resources

WORK SCHEDULE: Typically M-F

SUPERVISION EXERCISED OVER: N/A

MINIMUM QUALIFICATIONS: A Bachelor's degree in Public Administration, Business Administration, HR or related field and 5-7 years' experience in Human Resources. Or the equivalent of 5 years' experience in Human Resources or Payroll practitioner experience.

SUMMARY*: The Human Resources Business Partner is responsible for proactively consulting with leaders to enable innovative talent solutions through enterprise advocacy, deep HR expertise and business acumen. Facilitates actions and advice with appropriate Human Resources functional partners to provide solutions on broad, organizational-level issues related to benefits, compensation, employee relations, staffing, training, diversity, talent management and organizational design that empower the workforce to fulfill CATS' mission and deliver on strategic objectives while promoting a world class culture.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Ability to appropriately plan and organize, ability to communicate effectively verbally and in writing, establish and maintain effective working relationships with employees and the public, ability to work with minimal supervision and take initiative in pursuing departmental responsibilities, ability to perform complex research work, mine and interpret data, maintain composure and communicate effectively under stress, knowledge of general principles and practices of human resource management, knowledge of employment law and related sub-categories, knowledge of clerical, financial and recordkeeping practices, ability to maintain a high level of confidentiality, and develop and maintain filing and recordkeeping systems.

ESSENTIAL DUTIES: The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company. Partnering and consulting with management in identifying and creating solutions for all regional people issues including recruiting, compensation setting, onboarding, employee development and succession planning. Consult with assigned business leaders to understand business strategies/drivers and identify corresponding HR capabilities required to achieve operational and strategic priorities. Responsible for the implementation and on-going management of all Succession Planning, Diversity & Inclusion, Performance Management and Top Performer identification strategies and programs within Agency; provides feedback to other COE on effectiveness of enterprise programs. Lead moderately complex Organization Design efforts. Perform job analysis and classification studies. Performs other duties associated with partner departments and as directed by department director.

Capital Area Transit System (CATS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CATS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.