

JOB OPPORTUNITIES

CAPITAL AREA TRANSIT SYSTEM



LOCATION:

2250 FLORIDA BLVD.
5700 FLORIDA BLVD.

JOB POSTING DATE:

4.19.17

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 GENERALIST

JOB TITLE: Human Resources Generalist

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 recent college graduate with a 4 year degree in Human Resources or Business Administration and 0 – 2 years of experience in Human Resources, Business or related experience.

SUMMARY*: The Human Resources Generalist performs a wide variety of professional human resource services which may include benefits, recruitment/selection, employee relations, classification/compensation plans and/or training.

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 moderately complex research work, ability to maintain composure and communicate effectively under stress, knowledge of general principles and practices of human resource management, knowledge of federal FLSA rules and guidelines, 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: Perform job analysis and classification studies. Assist with the implementation of a performance evaluation plan. Participates in recruitment effort for union and non-union positions. Prepare letters, correspondence, forms and other documents. Conduct compensation and benefits surveys.

Note*: The above job description is intended to represent only the key areas of responsibilities. Specific assignments will vary depending on the business needs of the agency.

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.