



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

- Director, Human Resources & Labor Relations -

The Northern Indiana Commuter Transportation District (“NICTD”) operates a network of passenger trains between South Bend, Indiana; Chicago, Illinois; and intermediate points. Historically marketed as the South Shore Line, NICTD has a longstanding regional reputation for safe and reliable service within Chicago and Northwest Indiana. This opportunity is growth-focused as the South Shore Line is actively engaged in several service enhancement projects including, but not limited to, a new line to Dyer, Indiana (“West Lake Corridor”), double track between Michigan City and Gary, Indiana (“Double Track NWI”), airport relocation/service enhancements for South Bend, Indiana, and new equipment to replace the existing fleet. The management team is a small and highly cohesive group of industry professionals who are pro-active, innovative, and committed to a team-oriented culture.

NICTD intends to hire a Director, Human Resources and Labor Relations to succeed its retiring incumbent. The selected candidate will serve as the District’s senior human resource and labor relations official. With an office in Michigan City, Indiana, the Director will manage human resource and labor relations issues for approximately 100 at-will managers and staff as well as 300 craft employees represented by 6 labor organizations. **To be considered for this opportunity, candidates must have ten (10) or more years of successful and progressively responsible human resource and labor relations experience with a demonstrated commitment to diversity in all aspects of the workplace.** This is an excellent opportunity for a motivated individual to use his or her skills in leadership,

teamwork, communication, and critical thought to support the South Shore Line's reputation for safe and high-quality service.

Description: Duties include the following:

- Overall pro-active human resource and labor relations leadership for the managers, staff, and represented employees of the South Shore Line.
- Manages hiring process for all positions from identification/justification of new positions through on-boarding of selected candidates. This includes succession planning, drafting position descriptions, recruiting activities, diversity initiatives, publication management, oversight of selection process, offer issuance/negotiation, and post-offer administrative duties.
- Manages and coordinates with senior staff on all other HR topics including, but not limited to, counseling, adverse personnel actions, civil rights issues (alternate intake officer), FMLA, ADA, grievances, promotions, salary reviews, and interpretations/updates of employee relations policies.
- Lead negotiator for the six collectively bargained agreements on the property. Serves as the highest designated officer under the Railway Labor Act for grievances and other minor disputes.
- Establishes and focuses on hiring deadlines to ensure sufficient employees are available for new services on the West Lake Corridor and Double Track NWI Projects.
- In coordination with the CFO, Deputy Treasurer, and Controller, negotiate and administer all facets of the District's employee benefit programs. This includes, but is not limited to, Section 401(a) and Section 457(b) supplemental savings plans, Health Savings Accounts, health (medical, dental, wellness, and vision) benefits, short and long term disability programs, and the coordination of catastrophic claims with benefit providers.
- Provides assistance with personal injury incident management including, but not limited to, coordination of employee assistance program services for persons who need counseling; maintain oversight of employees who are off-duty for medical reasons, and manage employee medical restrictions that affect performance of duties.
- Serves as a visible and accessible leader who provides daily mentorship and helps supervisors address shortfalls in leadership or performance. Encourages self-accountability and critical thought; builds relationships that encourage a collaborative and team-oriented environment.
- Strongly supports the District's Equal Employment Opportunity Policy, diversity initiatives, and civil rights concerns.
- Supports the District's overall strategy and mission while encouraging a creative, professional, team-oriented culture. Works closely and cooperates with other departments, senior leaders, and the District's General Counsel on matters of mutual concern.

- Builds and maintains excellent working relationships with Metra, freight railroad partners, various labor unions, governmental officials, and other internal and external customers.
- Other duties as assigned.

Position Requirements: The following skills are required:

- **Ten (10) or more years of successful and progressively responsible human resource and/or labor relations experience with a demonstrated commitment to diversity in all aspects of the workplace.** Experience with both human resources and labor relations preferred. Familiarity with railroad operations and railroad industry concepts are preferred but not required. Superior safety, attendance, and work service records are required. Master's degree in human resource or labor relations skills or equivalent experience is required.
- **Strategic Vision and Results Orientation.** Demonstrated ability to think strategically, anticipate future consequences and trends, and incorporate thoughts into successful labor agreements and human resource policies.
- **Demonstrated record of exceeding goals and a bottom-line orientation; evidence of the ability to make good decisions through a combination of analysis, wisdom, experience, and judgment.**
- **Demonstrated commitment to consideration of diversity and civil rights issues.**
- **Mission-focused with a proven success record in previous leadership roles consistent with the South Shore Line's reputation for delivering safe and reliable service.**
- **Customer Oriented.** Capable of discerning the needs and wants of both external and internal customers; clearly conveys belief in and commitment to project success.
- **Leadership and Organization.** Exceptional demonstrated capacity for managing and leading people; a team builder with experience in scaling up organizations; ability to connect with staff on an individual level and in large groups; capacity to enforce accountability, recognize, develop and empower top-notch leaders at all levels of the organization, and learn the strengths and weaknesses of the team.
- **Action Oriented.** Enjoys working hard and looking for challenges; ability to effectively multi-task among competing short term priorities, able to act and react decisively as necessary, even if limited information is available; skilled at assessing and engaging operating risk; unafraid to take charge of a situation; effective in building support and achieving buy-in, both internally and externally.
- **Demonstrated superior interpersonal skills; ability to effectively work with the public, employees and other departments within NICTD while under time or operational constraints; solid proficiency in business writing and Microsoft Office products.**
- **Valid driver's license with a safe driving record.**

Selection is also subject to satisfactory results from a post-offer physical examination, drug and alcohol screening test, and background evaluation (including criminal and trust-related criteria).

Schedule: The anticipated normal hours are Monday through Friday. Special projects, days of exceptionally high passenger volume, weekend events, and operational exigencies may require hours tailored to the particular exigency or project. The successful applicant must be available for calls during nights, evenings, and weekends. Travel to Chicago or to professional/industry events may be required.

Supervision: The position reports to the President/Chief Executive Officer.

Salary and Benefits: Salary is in the range of \$110K to \$130K after consideration of skills, experience, and work history. Credit for time served in other railroad or employment, including military leaves, will be applied in determining vacation day entitlements. Benefits include paid vacation, paid holidays, health club stipend, comp time, medical benefits, dental benefits, health savings account, and supplemental pensions. Relocation benefits may be available for exceptionally well qualified candidates. Details are available during the interview process.

How To Apply: Submit a written resume outlining training, experience, and work history to: Director – Human Resource and Labor Relations Officer Opportunity, Attn: Director – HR&LR, 601 North Roeske Avenue, Michigan City, IN 46360. E-mail applications may be sent to: bjarne.henderson@nctd.com. A cover letter outlining the reasons why you are interested in work as the Director – Human resources and Labor Relations and why you believe you are the best qualified is encouraged but not required. The District assumes no responsibility for late or undelivered applications. Persons who desire to assure delivery of their application are encouraged to hand deliver their materials or send them using a tracking service. **This is a rolling application process. Apply early to ensure consideration. The District reserves the option to close this opportunity without notice at any time.**

IMPORTANT NOTE: Preference is for candidates who are vaccinated for COVID-19 or who supply evidence of a bona fide medical or religious exemption from the vaccine. Candidates who are presently undergoing vaccination for COVID-19 also receive

preferred consideration. All persons accepted for employment must be willing to participate in mandatory weekly self-testing for COVID-19 and its variants unless medically exempted from testing.

Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223, if you have questions about this opportunity or notice.

NICTD is an Equal Opportunity Employer