



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CENTRE AREA TRANSPORTATION AUTHORITY (CATA)

INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF HUMAN RESOURCES AND COMPLIANCE

THE COMMUNITY

The Centre Region (estimated pop. 93,000) is nestled in the Appalachian Mountains in Central Pennsylvania, encompassing 150 square miles. The region consists of several municipalities, including the Borough of State College, which has a population of approximately 42,000 and is the largest borough in the Commonwealth of Pennsylvania. State College is surrounded by large tracts of farmland and an expanse of mountains and forests and has been ranked as one of the best places to live, work, and retire by many sources, including Forbes and Kiplinger's.

State College is a college town, dominated economically and demographically by the University Park campus of The Pennsylvania State University (Penn State). Though "Happy Valley" is another often-used term to refer just to the State College area, it also includes the borough and the townships of Patton, Ferguson, Harris, and College. In 2021, State College ranked as the third-safest metropolitan area in the United States and the eighth-best college town in the nation.

Founded in 1855, Penn State is one of the largest and most well-respected universities in the United States. The University provides a sense of pride and support for the community and has the largest alumni association of any university in the nation. The University Park Campus encompasses over 7,000 acres and provides more than 46,000 students from around the world with about 160 baccalaureate and 150 graduate programs, while adding to the area's cultural diversity. The University draws more than 100,000 visitors for each of its home football games.

The community offers many amenities to residents and visitors, such as historical sites, quaint towns and villages, and festivities, including the Central Pennsylvania Festival of the Arts, Blue and White Weekend, Central PA 4th Fest, and a Homecoming parade. Also, the area provides many arts and entertainment venues, cultural events, and outdoor recreation such as hiking, mountain biking, and world-class fishing. Many restaurants and nightclubs are concentrated in the downtown area, and the community has a growing farm-to-table movement.



As for natural beauty, whether it is the pristine lakes and streams, beautiful spring and fall foliage, or majestic hills and valleys, State College offers breathtaking scenery.

THE AUTHORITY

The Centre Area Transportation Authority (CATA) is a Joint Municipal Authority serving eight municipalities. Before the pandemic, it was the third-largest public transit system by ridership in the Commonwealth of Pennsylvania. CATA's mission is to deliver safe, reliable, accessible, and affordable transportation in a courteous and environmentally, fiscally, and socially responsible manner.

CATA was created under the "Municipal Authorities Act of 1945" and incorporated on May 17, 1974. It was reorganized to its current format on February 5, 1982, by five local municipalities: the Borough of State College and the four surrounding townships of Patton, Ferguson, Harris, and College.

CATA was formed to provide public transportation services within the boundaries of its member municipalities. Subsequent agreements with the Borough of Bellefonte and the townships of Spring and Benner have allowed service extensions to Bellefonte, Pleasant Gap, and the surrounding area.

CATA is governed by a five-member Board of Directors comprised of one appointed member from each of the original five-member municipalities. The Authority's budget year runs concurrently with the Pennsylvania Department of Transportation's fiscal year: July 1 - June 30. The budget includes information on the Authority, a recap of the previous year, policy considerations, a work plan with goals for the year, and a long-term outlook that includes five-year operating budget projections. The Annual Report provides a snapshot of CATA's various accomplishments over the previous fiscal year and an outline of the organization's goals for the coming year. Prior to the pandemic, CATA had approximately 225 employees.

CATA's fixed-route service includes a mix of 23 community, commuter, and express-level routes that connect the community with the campus and other

points of interest. Through a contract with Penn State, CATA provides four integrated fare-free Loop and Link routes on campus. CATA contracts with 22 student housing complexes to offer a pass program for residents to ride fare-free between the various complexes and the university campus. These programs assist CATA in obtaining a high fare recovery ratio for public transportation.

Other interesting facts about CATA:

- Had the first 100 percent CNG bus fleet on the East Coast.
- Was one of the first transit systems to add GPS to its bus fleet.
- Was one of the first systems to give passengers a cell phone app to plan their trip and track the buses.
- CATA also operates paratransit, microtransit, and vanpool as part of its family of services.
- Recently completed construction of a \$42 million administrative, operations, and maintenance complex that includes a state-of-the-art maintenance facility.
- Participates in the local land-use decision-making process, which builds transit and pedestrian infrastructure improvements into new construction.
- CATA's employees have participated in committees, boards, and programs on the federal, state, and local level – including two graduates of Leadership APTA, two graduates of APTA's Emerging Leaders Program, and six graduates from Leadership Centre County.
- CATA recently began the use of articulated buses in certain high ridership corridors.
- CATA is in the process of completing a system-wide reimagine study that could change the way it does business as it enters into its next 10-year strategic plan. The study will look at new ways to provide service to the community, updated technology, and other innovation.

THE POSITION

The Director of Human Resources and Compliance reports to the General Manager and participates as a member of the Executive Management Team in the overall administration of the Authority. The Director engages in strategic planning and visionary thinking to enhance the agency and impact its long-term growth and sustainability.

The Director is responsible for oversight of the Human Resources Division, including the

overall administration, coordination, and evaluation of human resources, employee development, and safety functions. The Division has four staff including two direct reports—Human Resources Manager and Safety and Training Manager.

Responsibilities of the Director of Human Resources and Compliance include:

- Drives overall strategy as it relates to employee-related activities, including diversity and inclusion.
- Directs the overall administration of policies, procedures, programs, and related manuals and materials for recruiting, classification, compensation and benefits, training, and people-related risk management for the agency. Attends and presents at board meetings.
- Serves as the agency lead for employee relations, EEO, diversity, and agency-wide workforce development.
- Oversees the Safety and Training department to assure regulatory compliance.
- Works closely to coach and advise other department heads on hiring, performance, and resolution of personnel-related problems.
- Works closely with the Assistant Executive Director for Operations to advise management in the interpretation and administration of the collective bargaining agreement, personnel policies, and state and federal laws. Serves as a member of the agency's negotiations committee.
- Sets strategic direction on employee benefits design and works with the Human Resources department on the



seamless delivery of those benefits.

- Sets direction for performance, attendance, and other crucial human resource activities; determines processes and tool design.
- Serves as the project manager for projects coming from or reliant upon the Human Resources function.
- Serves as EEO Officer; develops and recommends EEO policy, a written EEO program, and internal and external communication procedures; assists management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals; designs, implements, and monitors internal audit and reporting systems to measure program effectiveness to determine where progress is made and where further action is needed; reports periodically to the Executive Director and the Board of Directors on the progress of each unit in relation to goals; and processes employment discrimination complaints.
- Serves as the first contact for harassment and discrimination complaints for the agency.
- Performs other related tasks as required.

The selected candidate will be a professional leader with a collaborative management style, able to effectively support a diverse workforce. Must be personable, accessible, transparent, inclusive, and ethical.

The Director will be an advocate for staff, promote training and staff development, and have the ability to influence the agency's overall culture and morale. Must be highly organized, a self-initiator, and able to exercise considerable independent judgment.

An innovative and solutions-oriented individual with exceptional interpersonal, communication and presentation skills is needed. Public Sector experience, including working with a unionized workforce, is a plus.

Requirements include a Bachelor's degree with major coursework in Human Resources, Public Administration, Business Administration, or a related



field. Candidates must have four (4) years of increasingly responsible senior-level experience in human resources, preferably leading a Human Resources function. Certification as a SHRM-CP or SHRM-SCP is preferred. A combination of education and substantial relevant experience beyond the minimum will be given consideration.

COMPENSATION

The starting salary range is \$92,054-\$108,432; the starting salary will be dependent upon qualifications and is accompanied by an excellent benefits package.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of applications will occur on December 13, 2021; the position is open until filled.

Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with CATA. Candidates will be advised of the status of the recruitment following the selection of the Director of Human Resources and Compliance.

Questions may be directed to:

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CATA is an equal opportunity employer.

