

JOB OPENING ANNOUNCEMENT

Apply On-line at https://www.smctd.com/SMCTD_Employment.html

Employment Hotline 650-508-6308

March 31, 2022

TITLE: Manager, Human Resources
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Human Resources
APPLICATION DEADLINE: Continuous Recruitment (Open until filled - 1st cut off **Friday, April 29, 2022**)
PAY RANGE: **\$2,591.00 - \$3,886.00 Weekly (\$134,739.00 - \$202,108.00 estimated annual)**
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Hybrid Work Schedule

GENERAL: The Manager, Human Resources reports to the Director, Human Resources, and is responsible for all programs relating to talent acquisition, talent management, employee retention, strategic development of organizational and employee training programs, and leadership development programs for the San Mateo County Transit District.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee full recruitment cycle and selection strategies and programs to ensure the District's ability to attract qualified employees.
- Oversee the administration of classification process including creation of job description and conducting classification study; make recommendations to changes to policies and procedures in order to be responsive to the District's goals and competitive practices.
- Lead employment branding initiatives.
- Design, develop, and implement career pathways, training and development programs, and mentoring programs to meet talent needs based on short and long-term business goals.
- Liaison to internal and external stakeholders on performance management and learning and organizational development programs.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Oversee talent acquisition strategies including sourcing, recruitment, and selection processes consistent with policies, procedures, and applicable employment laws.
- Responsible for the job description development and review process.
- Oversee the creation of job announcements, recruitment outreach, sourcing and database mining, and screening of resumes and applications for completeness and qualifications.
- Review and make recommendations on interview questions, appointment memo/offer letters, and salary recommendations for consistency with District policies.
- Works closely with in-house marketing department manage and continuously improve the company's career website to attract suitable candidates and enhances the District employer brand and reputation as an employer of choice.

- Design, develop, and deliver talent management programs such as succession planning, talent identification and assessment, and performance management.
- Consult with the Directors and Executive Team in the areas of workforce planning, talent management, organization development, succession planning, and employee retention programs.
- Responsible for implementation of enterprise-wide training programs, by developing and delivering in-house training programs, providing train-the trainer workshops, or partnering with external training professionals.
- Conduct individual employee career counseling. Assist employees with the creation of a career development plan. Identify courses, training resources, and available financial assistance.
- Direct, monitor and develop the establishment and maintenance of recruitment and training records, reports, and data analyses.
- Manage continuing education programs and tuition reimbursement programs in support of personal and professional development.
- Establish and maintain external working relationships with various contractors, consultants, insurance providers and other contacts in the course of work.
- Provide regular reports to Director, Human Resources on all program metrics in areas of responsibility.
- Evaluate job performance of staff, which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Human Resources, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Human Resources Management, Business Administration, or closely related field.
- Six (6) years of full-time professional management level experience in one or more human resources program administration in talent acquisition, classification and compensation, training and development, or closely related field.
- Three (3) years of experience in supervising professional and technical personnel.

PREFERRED QUALIFICATIONS:

- Must have experience with an automated HCM system including Human Resources Information Systems (PeopleSoft desirable).
- Experience in the applied principles of adult learning, behavioral science, and management theory and practice is desirable.
- Experience with training program development, assessment techniques, competency measurement, and curriculum effectiveness/evaluation tools are desirable.
- Must have effective written and oral communication skills.
- Must be proficient with Microsoft Office Suite.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit,
https://www.smctd.com/SMCTD_Employment.html#benefits

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the https://www.smctd.com/SMCTD_Employment.html. Complete an online employment application and supplemental questionnaire by 11:59 pm on April 29, 2022. This is a continuous recruitment (open until filled - 1st cut off Friday, April 29, 2022). A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email a written request to hr@samtrans.com.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.