

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**May 4, 2022**

**TITLE:** Human Resources Analyst (Employee Services)  
**EMPLOYMENT TYPE:** Non-Exempt (Full Time)  
**DIVISION:** Administration  
**APPLICATION DEADLINE:** Continuous Recruitment (Open until filled - 1<sup>st</sup> cut off **Friday, May 27, 2022**)  
**PAY RANGE:** \$ 35.33- \$53.00/hour (\$73,494 - \$110,241 estimated annual)  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Hybrid Work Schedule

## **GENERAL:**

The Human Resources Analyst (Employee Services) will report to the Manager, Human Resources and is responsible for the administration of assigned employee services programs and employee development activities for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), the San Mateo County Transit Authority (TA), and the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA). Perform professional level work in other functional areas such as Talent Acquisition, Organizational Development & Talent Management within the Human Resources Department.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Administer employee wage and benefit plans and maintain employee records and position management in the human capital management (HCM) system.
- Research, recommend, assist with the development of, and administer employee wellness, employee rewards and recognition, transportation management system (TSM), and agency charitable programs.
- Research, recommend, assist with the development of, and administer employee development activities, including tracking of employee attendance and course completion.
- Coordinate the District Employee Development training activities, including identifying training needs, and creating training content and materials.
- Perform assignments in other functional areas such as recruitment, temporary staffing services, performance management, employee relations, benefits, and civil rights within the People and Culture Group.
- Assist with the Merit-Based Performance Management program, including coaching and counseling; and develop training materials to assist employee and managers to achieve professional and personal career growth; act as the performance management [EmPerform] System Administrator providing training and resolving technical front- end user issues.
- Develop reports and provide analysis for metrics, forecasting, and budgeting.
- Liaison to external vendors and service providers and training resources.

## **EXAMPLES OF DUTIES:**

- Communicate employee services programs and employee development opportunities.
- Arrange for internal/external training facilitators, working with trainer to ensure the District's needs and expectations are addressed, secure training sites, develop memos and flyers, and providing visual aids and other materials as necessary; assess and evaluate training and maintain training database.
- Conduct studies and projects related to Human Resources functional areas.
- Maintain, update, and report on position management changes including position trades, reclassification, supervisor, and location changes in HCM system.
- Produce and audit monthly reports on all wages, benefit, and training program activities including budget analysis for effective resource allocation.

- Research, compile, analyze and evaluate statistical data regarding benefit administration, talent development process and other human resource practices.
- Work with the HR Supervisor to assist in standardizing and recording business processes, improving and monitoring the data quality within the HCM System.
- Engage in day-to-day Human Resource operations.
- Assist with developing and maintaining processes and procedures to ensure compliance in specific program areas.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:**

Work under the general supervision of the Manager, 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, Public Administration, or other related field.
- Two years full-time increasingly responsible experience in benefits, training, classification/compensation, employee relations, or related field.

**PREFERRED QUALIFICATIONS:**

- Must have effective written, oral, and interpersonal communication skills.
- Must be proficient in Microsoft Office Suite.
- Must have experience with applicant tracking software, PeopleSoft desirable.
- Experience in a public agency desirable.

**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/jobs.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)
  - 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 [www.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). Complete an online employment application and supplemental questionnaire by 11:59 pm on May 27, 2022. This is a continuous recruitment, open until filled (1st cut-off Friday, May 27, 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 written request to [hr@samtrans.com](mailto: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.