

JOB OPENING ANNOUNCEMENT

Apply On-line at www.samtrans.com/about-samtrans/jobs

Employment Hotline 650-508-6308

June 17, 2022

TITLE: Talent Manager
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Human Resources
PAY RANGE: \$2,591.00 - \$3,886.00 per week (\$134,739 - \$202,108 estimated annual)
APPLICATION DEADLINE: **Friday, July 15, 2022**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: San Mateo County Transit is looking for an experienced and innovative Talent Manager to join our People & Culture team. As the Talent Manager, you will lead the modernization of our talent acquisition strategy, onboarding, retention, and learning and growth opportunities. In addition, you will partner with leaders across SamTrans who are looking to attract, grow, and retain the talent that will best support the diverse needs of the district.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee talent acquisition strategies, including sourcing, recruitment, and selection processes.
- Responsible for the job description development and review process.
- Lead the department sourcing and database mining strategy.
- Works closely with the in-house marketing department to manage the District's career website to attract suitable candidates and enhance the District employer brand as an employer of choice.
- Design, plan and execute employer branding activities.
- Organize and/or attend career fairs, assessment centers, or other events.
- Determine and appropriately responds to employee training and leadership needs.

EXAMPLES OF DUTIES:

- Experience overseeing a talent acquisition department and evidence of transforming the recruitment function within an organization.
- Practiced in full-cycle recruiting and talent sourcing.
- Hands-on experience with posting jobs on social media, job boards, and professional social media platforms such as LinkedIn.
- Understanding of workforce planning and resource forecasting.
- Working knowledge of applicant tracking systems and databases such as HCM.
- Experience with training program development, assessment techniques, competency measurement, and curriculum effectiveness/evaluation tools.
- Perform all job duties and responsibilities in a safe manner to protect one's self, 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 selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, www.samtrans.com/about-samtrans/jobs.

Holidays : Seven paid holidays, plus up to four floating holidays per year
Paid Time Off : Up to 21 days (PTO) 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. Complete an online employment application by 11:59 pm on Friday, July 15, 2022. A resume will not be accepted in lieu of the application. Incomplete applications 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.
- SamTrans 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.