

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

July 22, 2022

TITLE: Human Resources Project Manager
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Human Resources
APPLICATION DEADLINE: **Friday, August 19, 2022**
PAY RANGE: **\$2,117.09 - \$3,175.65 Weekly (\$110,089 - \$165,134 estimated annual)**
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Hybrid Work Schedule

GENERAL DESCRIPTION: The Human Resources Project Manager will report to the Director, Human Resources, and will manage projects and work with and across the People and Culture group to align teams, set goals, execute initiatives, and improve Human Resources processes — helping the organization run efficiently and effectively for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transit Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage projects to improve the efficiency and effectiveness of the Human Resources department and cross-departmental activities (including design of plans and outlining the materials needed to bring proposed projects to completion).
- Work with departments to identify and align Human Resources and People and Culture group activities with larger, organization-wide goals.
- Collaborate closely with SamTrans, Caltrain, and TA staff to implement and track progress on Human Resources business and process improvement initiatives.
- Provide strategic recommendations and change management to senior staff and employees on ways to seize new opportunities and improve the effectiveness of People and Culture initiatives and 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:

- Manage People and Culture projects across departments and divisions, including structuring the project process, convening stakeholders, tracking a schedule and deliverables, and keep senior staff informed of progress.
- Develop presentations, memos, and spreadsheets using Microsoft Office and Adobe software to communicate business improvement concepts, processes, and tracking of progress to internal stakeholders.
- Manage shared data and documents using Microsoft Teams and SharePoint applications.
- Implement and monitor a performance management system that aligns with Districtwide goals and activities.
- Analyze existing Human Resources business processes, including engaging stakeholders, identify recommended improvements, and establish an implementation plan.
- Act as a change agent when developing and implementing initiatives and projects.
- Work with IT and Communications teams in developing and maintaining the People and Culture intranet website.

- 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 oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work 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, Business Administration, Organizational Development, or related discipline.
- Five (5) years full-time experience in human resources project management.
- Two (2) years lead or supervisory experience.

PREFERRED QUALIFICATIONS:

- Effective written, oral, and interpersonal communication skills.
- Experience with change management in implementing new HR programs and initiatives.
- Proficient in Microsoft Office Suite.
- Experience with applicant tracking software; PeopleSoft 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.samtrans.com/about-samtrans/jobs>

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| Holidays: | Seven paid holidays, plus up to four floating holidays per year |
| Paid Time Off: | Up to 26 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) <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.samtrans.com/about-samtrans/jobs>. Complete an online employment application by 11:59 p.m. on Friday, August 19, 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.