

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

September 20, 2022

**TITLE:** Human Resources Analyst  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Human Resources  
**APPLICATION DEADLINE:** **Friday, October 21, 2022**  
**PAY RANGE:** **\$35.32 - \$53.00 hourly (\$73,494.00 - \$110,241.00 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**GENERAL:** The Human Resources Analyst (Recruitment) will report to the Manager, Human Resources and will be responsible for assigned recruitment and selection efforts for professional, technical, managerial, administrative, and bargaining unit positions for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transit Authority (TA). Perform professional level work in other functional areas such as Employee Services, Organizational Development & Talent Management within the Human Resources Department.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Design, plan, and implement recruitment strategies and programs for professional, technical, managerial, administrative, and bargaining unit positions.
- Ensure that employment laws, union agreements, compensation, policies, and fair and consistent employment practices are followed.
- Consult with hiring managers to obtain input on recruitment needs, selection method, and examination content.
- Research and develop recruitment sources appropriate to the job posting and consistent with Equal Employment Opportunity (EEO) practices.
- Source and actively recruit candidates by using online databases, social media, professional associations, and member groups, etc.

## **EXAMPLES OF DUTIES:**

- Collaborate with hiring managers to develop and update position descriptions, identify essential functions and duties, establish minimum qualifications, and develop interview questions.
- Create job opportunity announcements, job descriptions, and offer letters according to organizational guidelines.
- Utilize social media (e.g., LinkedIn), resume databases, professional associations, and affiliation groups to source for candidates that match skill sets required for job opportunities
- Screen resumes and applications for completeness and qualifications.
- Coordinate and administer skills testing (written and practical) when needed.
- Coordinate background checks for all candidates, and pre-employment medical examinations and drug testing examinations for safety sensitive employees.

- Coordinate and facilitate panel interview process. Assist with training of interview panelists to ensure fair and consistent recruitment and selection process.
- Create job offer recommendations and make offers of employment to successful candidates. Inform unsuccessful candidates of the selection outcome.
- Update and maintain the applicant tracking system and provide functional support to users.
- Assist with the administration of temporary staffing program
- 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:** 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 Resource Management, Business Administration, Public Administration, Organization Development, or other related field.
- Two (2) years full-time increasingly responsible experience in recruitment/selection, classification/compensation, or related field.

**PREFERRED QUALIFICATIONS:**

- Effective written, oral, and interpersonal communication skills. Proven ability to communicate effectively with senior leadership preferred.
- Proficient in Microsoft Office Suite, Excel, or similar technology (Google Sheets, etc.).
- Experience with applicant tracking software, PeopleSoft desirable.
- Experience in a public agency desirable.
- Recruitment experience across a variety of positions, functions, and levels highly preferred.

**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. Selected candidate must successfully complete a background investigation.

**CURRENT EMPLOYMENT BENEFITS:**

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

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Paid Time Off:	Up to 21 (PTO) 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"> <li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation up to the CalPERS compensation limits</li> <li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation up to the PEPRRA compensation limits</li> </ul>

## **HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/about-samtrans/jobs> website. Complete an online employment application by 11:59 pm Friday, October 21, 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.