

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

Friday, December 16, 2023

TITLE: Human Resources Specialist
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Administration
APPLICATION DEADLINE: **Sunday, January 8, 2023**
PAY RANGE: **\$26.09 - \$42.86 Hourly (\$54,279 - \$89,167 estimated annual)**
WORK SCHEDULE: Full-Time

JOB SUMMARY:

As a Human Resources Specialist for San Mateo County Transit District (SamTrans), you'll spend your days supporting employees and customers with technical and human resources administrative services. In addition, you will regularly process and create reports containing confidential information through the District's human resources information system.

To succeed in this role, you should have experience safeguarding confidential information, accurately entering data, and providing a high level of customer service to internal and external customers.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Engage in customer service responses with employees and the public on inquiries and requests for employee services, recruitments, benefits and leave of absence.
- Prepare vacancy announcements, establishes, and maintains recruitment files, prepare related correspondence for scheduled interviews, offers and orientations.
- Establish personnel files for new hires with responsibility for timely and accurate postings of employee's appointment, work assignments, bargaining/non-bargaining status, paid-time-off, promotions, salary changes, tax deductions (other deductions such as retirement, deferred compensation), insurance beneficiaries.
- Process all personnel actions and status changes in a timely and accurate manner. Responsible for initiating individual performance evaluations, salary increases, longevity bonuses, PTO accruals, transfers, layoffs, resignations, terminations, and retirements.
- Prepare and process all program documents associated with employee development and training activities, tuition reimbursement, Transportation System Management (TSM), employee computer purchase and other employee programs and activities. Develops and monitors reports on program/project budgets. Resolves program questions or conflicts.
- Assists the Leave Management Team with Leave of absence administration, including Establishing and maintaining LOA files, correspondence, and reports in an accurate and timely fashion. Prepare and distribute LOA related correspondence (including benefits related info). Review LOA related notes/documents and, follow-up. Keep supervisor, training and HR staff informed.
- Schedule and coordinate training activities, new employee onboarding, internship programs, benefits enrollment, exit interviews, and provide support for other employee programs.
- Manage timely distribution, collection, and reporting (PeopleSoft) on documents/data associated with performance appraisal and probationary programs, new hires, terminations, status changes and recruitment activities. Develop forms and statistical data (spreadsheet) needed for analysis.

EXAMPLES OF DUTIES:

- Provide administrative support for employee services, data analytics, recruitment, leave management, benefits and training.
- Respond to and track information requests in a timely manner.
- Perform regular data entry, filing and auditing of files; maintain data quality
- Coordinate and/or assist with employee related functions, special programs, and events.
- Provide telephone support for the department and provide information/forms to employees and customers as needed. Distribute documents, mail, and other materials to appropriate individuals for action or information. Order, maintain and audit department equipment and supplies. Oversee and maintain department petty cash.
- 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 to prevent, minimize, or eliminate accidents.
- Performs other duties as required.

SUPERVISION: Work under the general supervision of the Human Resources Shared Services Supervisor, 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:

- Associate degree in Business Administration or related field.
- Three (3) years full-time experience in any of the following functional areas of Human Resources: (compensation/benefits administration, leave of absence, employee/labor relations, recruitment/selection, employee programs/activities, employee training/development, and general personnel records administration).

PREFERRED QUALIFICATIONS:

- Knowledge and experience in the Public Sector
- Ability to use initiative and independent judgment, work with interruptions and changing priorities, organize work and follow-up assignments with minimal supervision.
- Must be able to prioritize work and perform satisfactorily in a busy office environment with constant interruption.
- Excellent customer relations, oral and written communication skills.

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 AT SAMTRANS:

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

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 21 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 up to the CalPERS compensation limits• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation up to the PEPRAs compensation limits

HOW TO APPLY:

- To apply, please visit <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, January 8, 2023**. 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.
- 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