

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

October 20, 2023

TITLE: Recruitment Coordinator
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Human Resources
APPLICATION DEADLINE: Sunday, November 12, 2023
PAY RANGE: \$31.93 - \$48.76 hourly (\$66,432- \$ 101,441 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Recruitment Coordinator is responsible for recruitment and selection for bus operators for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Working with the bus operations and training departments coordinates the recruitment of bus operators for the District.
- Coordinates and facilitates the panel interview process including revising and advising on interview questions, ensuring adherence to state and federal employment laws, and compiling panel results.
- Working closely with the district's Drug and Alcohol Program Manager, coordinates federally mandated pre-employment process including paperwork, pre-employment medical, drug, and background screening.

EXAMPLES OF DUTIES:

- Prepares job announcement and posts to relevant job advertising mediums including attending job fairs, working with employment partners, and posting on employment websites.
- Coordinates interview process including screening applications, contacting successful candidates for interviews, and scheduling interviews.
- Notifies all applicants of their status within an appropriate time frame.
- Maintains bus operator recruitment files, DOT required documents, and other confidential records.
- Reports on bus operator recruitment pipeline to partner departments.
- Assists with new hire onboarding of bus operators.
- 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 in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager, Human Resources who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Associates Degree in business, human resources, psychology, marketing or related field

- Three (3) years of full-time, progressive experience in high volume recruitment

PREFERRED QUALIFICATIONS:

- Experience in high volume recruitment of federally regulated positions.
- Understanding of state and federal pre-employment requirements for safety sensitive positions.
- Experience administering and managing pre-employment medical and drug screening processes.
- Experience coordinating job fairs.
- Proficient with Microsoft Office.
- Proficiency using HRIS software, PeopleSoft experience desired.

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/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
Work Location:	Select positions are eligible to work remote up to 50% of the time
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/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, November 12, 2023**. 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 recruitment@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.