

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

January 26, 2024

TITLE: Training and Development Administrator
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: People & Culture Group
APPLICATION DEADLINE: Sunday, February 25, 2024
PAY RANGE: \$1,913.67 - \$2,870.51 weekly (\$99,511 - \$149,267 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Training and Development Administrator is responsible for the development, administering, and evaluation of training (required and optional), for all employees including leadership, administrative staff, and union represented employees of the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for learning and development programs including program design, target audience identification, attendance tracking, program evaluation, and for the development and presentation of program materials such as, in-house classes, facilitator guides, training handouts and marketing materials.
- Develops strategies to increase employee engagement through access to professional development and training programs.
- Conducts research and analysis on varying projects, including employee development and management best practices.
- Partners with various department leaders/management to understand their learning and development needs and create solutions which encourage professional development.

EXAMPLES OF DUTIES:

- Coordinates and monitors training activities including various professional development programs, and seminars.
- Evaluates and participates in the selection of development consultants as well as outside training vendors.
- Develops and conducts special training courses and employee workshops.
- Responsible for delivering new employee onboarding in partnership with Human Resources, Safety & Security, and IT.
- Partners with cross-functional teams to prepare, deliver and report on state required trainings.
- Administers District-wide tuition reimbursement 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: Works under the general supervision of the Deputy Director, Labor Relations & Employee Experience 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:

- Bachelors Degree in Industrial Relations, Human Resources Management, Organizational Development, Business, or related field
- Three (3) years full-time, progressive experience in human resources with a focus in training and development, employee engagement, or training.
- Effective oral and written presentation skills in one-to-one and one-to-many settings.

PREFERRED QUALIFICATIONS:

- Masters in Organizational Development, Business or related field.
- SPHR Certification.
- Experience as a corporate trainer.
- Proficiency with Microsoft Office Suite.
- Public sector experience.

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 26 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, February 25, 2024**. 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 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.