

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**March 29, 2024**

**TITLE:** Human Resources Analyst (Employee Services)  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Human Resources  
**APPLICATION DEADLINE:** **Sunday, May 12, 2024 (First cutoff Sunday, April 21, 2024)**  
**PAY RANGE:** \$ 35.33 - \$53.00 hourly (\$73,494 - \$110,241 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** Reporting to the HR Manager, the Human Resources Analyst oversees professional HR functions, encompassing Leaves of Absence, Workers Compensation, Benefits Administration, and Total Rewards. This role extends analytical support to District management and supervisory staff while maintaining effective relationships with employees, management, union representatives, and contract entities. The position operates with significant initiative and independence, handling confidential information adeptly.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Coordinate District's benefits program including health, dental, vision, life, deferred compensation, wellness, short- and long-term disability; responds to employee and retiree questions and complaints; interfaces with third-party administrators to resolve claims appeals, benefit reconciliation, provide guidance in policy interpretation and plan documents.
- Research, analyze, and recommend changes in benefit program design and contract provisions.
- Coordinate the District Employee benefits and leave training activities Training Administrator.
- Establish and maintain LOA files, correspondence and reports in an accurate and timely fashion. Prepare and distribute LOA related correspondence (including benefits related info).
- Research, recommend, assist with the development of, and administer employee wellness, employee rewards and recognition, transportation management system Employee Clean Commute (ECC), and agency charitable programs.
- Ensure that employment laws, union agreements, classification, policies, and fair and consistent employment practices are followed.

## **EXAMPLES OF DUTIES:**

- Produce and audit monthly reports on all wages, benefits, and training program activities including budget analysis for effective resource allocation.
- Review LOA related notes/documents, follow-up.
- Administer employee wage and benefit plans in the human capital management (HCM) system.
- Assist and/or develop, and revise District policies, procedures, and programs.
- Assist with developing and maintaining processes and procedures to ensure compliance in specific program areas.
- Responsible for developing, tracking and managing all documentation, notifications, correspondence, administration details, and maintaining detailed information as required in accordance with company process, policies and applicable Federal and State laws for the entire life cycle of a leave.
- Independently interpreting and administering leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, Pregnancy Discrimination Act, etc.) as well as collective bargaining agreements.

- Act as a Subject Matter Expert on the Leave of Absence, Worker's Compensation and ADA processes, policies, procedures and manage leaves of absence of varying types.
- 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 Manager of 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:

- Bachelor's degree in human resource management, Business Administration, Public Administration, Industrial Psychology, and/or other related field from an accredited college or university.
- Two (2) years of full-time progressively responsible professional level experience in human resources, preferably in the public sector.
- Strong knowledge of HR best practices, employment laws and regulations including but not limited to state and federally mandated leaves of absence.

**PREFERRED QUALIFICATIONS:**

- HR Certifications such as PHR/SPHR/IPMA preferred.
- Be highly analytical, detail oriented, and able to present recommendations and solutions to solve human resources business problems.
- Adept understanding of Employment Law, Benefits, and Leaves acquired through hands-on application and pertinent experience within the last 3-5 years. Understanding public sector classification and compensation
- Experience with PeopleSoft and CalPERS is 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/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)
  - 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, May 12, 2024 (First cutoff Sunday, April 21, 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 (650) 508-6308 or email written request to [recruitment@samtrans.com](mailto: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.