

April 3, 2019

**TITLE:** Director, Human Resources  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Administrative (Human Resources)  
**APPLICATION DEADLINE:** **Wednesday, April 24, 2019**  
**PAY RANGE:** \$2,867 – \$4,300 per week (\$149,062 – \$223,592 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time (Monday – Friday)

**Job Summary:** The Director, Human Resources reports to the Deputy General Manager/Chief Executive Officer. This position is responsible for all Human Capital programs, policies, and procedures for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain) and the Transportation Authority (TA).

**Examples of Essential Functions:**

- Develop human resources strategies and objectives in line with organizational objectives.
- Serve as a strategic partner and advisor for human capital programs in compliance with all relevant local, state, and federal employment laws.
- Direct the development and administration of general employee services programs such as recruitment and selection, classification and compensation, wages and benefits, and the Human Capital Management (HCM) system.
- Direct the development and administration of employee relations strategies, programs, policies and procedures, and the Equal Employment Opportunity program.
- Direct the development and administration of employee training, leadership development, succession planning, and retention programs.
- Negotiate collective bargaining agreements on behalf of the District.
- Liaison to internal and external contacts at the local, state, and national levels.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

**Examples of Duties:**

- Provide advice and counsel to the General Manager/CEO, Deputy General Manager/CEO, and Executive Team, on employee related matters.
- Direct and/or oversee the investigation and resolution of employee and applicant related matters including claims of discrimination, harassment, unfair treatment, etc.
- Direct and oversee the administration of discipline and employee performance evaluation and correction activities.
- Direct and oversee the administration of compensation (wage and benefits) package to position the District as the employer of choice in the San Francisco Bay Area.
- Direct and oversee the development and implementation of the District's EEO Plan to provide for equal opportunity in employment.
- Direct and oversee the maintenance and distribution of the District's Personnel Policies and Procedures manual.
- Manage and facilitate labor management relations with officials of the Amalgamated Transit Union and the International Brotherhood of Teamsters Unions.
- Lead the District's negotiating team during collective bargaining with union officials.
- Establish and maintain contacts with officials and organizations at the local, state and national level.
- Serves as Subject Management Expert (SME) for HCM development and updates.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect yourself, 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 direction of the General Manager/CEO 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 resources, public or business administration, or closely related field
- Seven years of managerial experience in one or more human capital programs such as recruitment and selection, classification and compensation, employee benefit and services, employee relations, training and development, and/or organizational and talent development.
- Three (3) years of experience in managing professional staff.

**Other Qualifications:**

- Experience in a public agency is desirable.
- Have knowledge of employment laws, principles and practices in a union and non-union environment is desirable.
- Experience in labor relations and administration of union labor agreements is desirable.
- Experience with CalPERS laws and regulations.
- Must have effective written and oral communications skills.
- Must be proficient in a HCM software.
- Must be proficient in Microsoft Office Suite.

**Selection Process May Include:**

The process will include a panel interview and may include written and skills test assessments. 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 will be subject to background check.

**Current Employment Benefits at SamTrans:**

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: 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
- Retirement: 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:**

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

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 call (650)508-6308.  
 SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans