

March 3,2020

TITLE: Human Resources Analyst (Classification & Compensation)
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Human Resources
APPLICATION DEADLINE: **Open Until Filled (1st resume review will be March 27, 2020)**
PAY RANGE: \$31.94 - \$48.77 per hour (\$66,432 - \$101,441 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

JOB SUMMARY: The Human Resources Analyst (Classification & Compensation) will report to the Manager, Employee Services and will be responsible for the administration of classification & compensation activities for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transit Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Establish new or update classification descriptions; partner with various departments on union issues related to compensation and classification matters; and maintain classification descriptions.
- Conduct organizational and classification studies using a variety of evaluation methods and recommend adjustment.
- Conduct and participate in compensation and benefits surveys; analyze and match survey data; prepare reports and make recommendation.
- Administer compensation strategies including the Pay for Performance Management program.

EXAMPLES OF DUTIES:

- Perform classification studies including job analysis and desk audits; review job description questionnaires and make recommendations based on analysis of results.
- Perform personnel analyses including recruitment and selection strategies, and benefits cost containment issues; and respond to and resolve concerns.
- Collaborate with internal stakeholders on revision of job descriptions and create of new classification specifications.
- Respond to internal and external compensation and classification survey requests; prepare amendments to the Salary Ordinance.
- Research, analyze and prepare reports relating to salary and benefit data including monthly audits.
- Maintain, update, and create report on position management changes including position trades, reclassification, supervisor, and location changes in Human Capital Management (HCM) system.
- 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 follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work under close supervision of the Manager, Employee Services who establishes goals, 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 Resource Management, Business Administration, Public Administration, or other related field.
- Two years of full-time increasingly responsible experience in classification and compensation or related field.

PREFERRED QUALIFICATIONS:

- Possess working experience in public agency.
- Demonstrate effective written, oral, and interpersonal communication skills.
- Working experience with HCM system; PeopleSoft is desirable.
- Advance proficiency in MS Office Suites: Word, Excel and Outlook.

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.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays: Seven paid holidays, plus up to five floating holidays per year
Time Off: Paid Time Off: 21 days per year
Insurance: 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, 3 year average of highest compensation
• New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- 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. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed 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.
- You may call (650)508-6308 to verify that your online or paper application package has been received.

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) 508-6288.

SamTrans is an Equal Opportunity Employer.