

January 29, 2020

TITLE: Human Resources Analyst (Employee Relations)
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Human Resources
APPLICATION DEADLINE: **Open Until Filled (1st resume review will be February 28, 2020 also includes review of Supplemental Questionnaire)**
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 (Employee Relations) will report to the Assistant Manager, Employee Relations and is responsible for the administration of the Drug and Alcohol Testing Program and employee relations programs for the San Mateo County Transit District (SamTrans), the Peninsula Joint Corridors Board (Caltrain), and the Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Monitor the drug and alcohol testing program in accordance with federal & state DOT regulations and District's policies and procedures.
- Monitor and coordinate random drug and alcohol testing activities.
- Assist with developing and conducting trainings.
- Process and track invoicing.
- Establish and maintain confidential files and records, and perform administrative tasks such as data entry/analysis and the writing and distribution of correspondence and other documents.

EXAMPLES OF DUTIES:

- Maintain and create reports on new and on-going programs, including, not limited to, the District Drug and Alcohol Program.
- Analyze federal and state regulations and District policies and procedures relating to Department of Transportation (DOT) drug and alcohol programs.
- Research, analyze and consult with managers and supervisors in relation to drug and alcohol programs.
- Interpret collective bargaining agreements, district policies and procedures and regulations to ensure compliance.
- Conduct regular reviews of third party administrators' drug and alcohol programs.
- Prepare request for proposals, work with procurement staff on the bidding process and act as liaison with third party administrators.
- 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 Assistant Manager, Employee Relations 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 Resources Management, Business Administration, Public Administration, or other related field or four or more years of increasingly responsible analyst level experience in a Human Resources Department.
- Two years full-time increasingly responsible experience in labor/employee relations or other Human Resources functions.

Preferred Qualifications:

- Experience with Drug & Alcohol and/or DMV programs desirable.
- Experience with a public agency desirable.
- Compliance and audit experience.
- Must have strong written and oral communication skills. Interpersonal skills to effectively and sensitively communicate with all levels of employees, as well as external contractors and service agents.
- High level of analytical ability to find solutions to complex legal, interpersonal, professional, technical and administrative problems;
- Highly organized and able to multi-task;
- Excellent Customer Service skills
- Team Player;
- Physically able to perform the essential functions of the job.

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) <ul style="list-style-type: none">• 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 (**including responses to the supplemental question**) 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.

Supplemental Question for the Employee Relations Analyst Position

Instructions:

Please review the following hypothetical and respond to the following five (5) questions below. You may only use the attached documents which include a copy of the: 1) Collective Bargaining Agreement and 2) relevant provisions of 49 CFR Parts 40 and 655 in formulating your written response. Please provide your written response on a separate sheet of paper.

You are the Designated Employer Representative (“DER”) for SamTrans. Your supervisor comes to you with the following problem:

Adam is a bus operator for SamTrans. He is a safety sensitive employee. He has worked for SamTrans for six years. Adam is frequently tardy or absent altogether. Your review of his file indicates that this has been a long-standing problem. You have also received complaints that Adam has arrived to work disheveled with red eyes and a runny nose. Over the past six months, he had been counseled verbally, and then in writing, regarding his absenteeism and tardiness. Last month he was given a formal letter of reprimand. The union filed a grievance for disparate treatment. Today, Adam arrived late to work and he was scheduled for a random (urine) drug test. When he was informed that he was scheduled for a drug test “right now” and that he must go immediately, he said that he hadn’t had anything to drink today and that he “couldn’t go to the bathroom” and because of this, “he couldn’t take the test right now”.

1. What are the issues as they relate to employee/labor relations?
2. What are the issues as they relate to drug and alcohol testing of safety sensitive employees?
3. As a Human Resource Analyst, please provide recommendations for Adam’s supervisor.
4. What are your recommendations based on?
5. Anything else you would like to add?

COLLECTIVE BARGAINING AGREEMENT

Article 9 Section 2. Discipline of Discharge for Just Cause

The District shall not discharge or suspend any employee who has completed the required probationary period without just cause. The District shall not issue written warnings or reprimands without just cause....Written warnings or reprimands and letters of suspension or discharge shall include facts sufficient to provide notice to the employee of the misconduct or other deficiencies for which the District holds the employee responsible. No warning notice or other disciplinary action short of discharge need be given before any employee is discharged for...abuse or use of drugs, working under the influence of alcohol, gross insubordination or acts of violent, abusive or negligent conduct which threatens or endangers the health or safety of other persons. The District may establish other reasonable rules of conduct applicable to all employees.

Article 32 Section 1. Attendance Standards (b) Overall Attendance

- (i) Employees whose overall attendance is irregular, whose absences frequently are in conjunction with days off, or whose attendance demonstrates continuing patterns of undependability are subject to progressive discipline up to and including discharge.
- (ii) The attendance review period will not exceed three years from the issuance of discipline.

49 CFR Part 40 (relevant provisions)

(a) As an employee, you have refused to take a drug test if you:

- (1) Fail to appear for any test...within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
- (5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
- (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see...§40.197(b));