

January 29, 2019

TITLE: Human Resources Specialist (Employee Services)
EMPLOYMENT TYPE: Non-exempt
DIVISION: Human Resources
APPLICATION DEADLINE: Friday, March 15, 2019
PAY RANGE: \$23.58 - \$39.76 hourly (\$49,063 - \$82,707 estimated annual)
WORK LOCATION: San Carlos, CA

Job Summary: The **Human Resources Specialist (Employee Services)**, will report to the Manager, Employee Services and are responsible for providing confidential administrative support services in a variety of functional areas within the Human Resources Department such as Employee Services, Organizational Development & Talent Management (ODTM), Employee Relations, and Civil Rights.

Examples of Essential Functions/Duties:

- Engaged in customer service response with employees and the public on inquires and requested for employee services, recruitments, benefits, and employee relations.
- Prepare vacancy announcements, establishes and maintains recruitment files, prepares related correspondence for scheduled interviews, offers and orientations. Schedules physicals and drug screenings, processes and verifies background investigations.
- Establish personnel files for new hires with responsibility for timely and accurate posting of employee's appointment, work assignment, medical records, bargaining/non-bargaining status, paid-time-off, promotion, salary change, tax deductions (other deductions such as retirement, deferred compensation), insurance beneficiary.
- Process all personnel actions and status changes in a timely and accurate basis. Responsible for initiating individual performance evaluations, salary increases, longevity bonuses, PTO accruals, transfers, layoffs, resignations, terminations and retirements.
- Prepare and process all program documents associated employee development and training activities, tuition reimbursement, Transportation System Management (TSM), employee computer purchase and other employee programs and activities. Develop, monitor and report on program/project budgets. Resolve program questions or conflicts.
- Schedule and coordinate training activities, drug and alcohol testing, DOT physical examinations, benefits enrollment, exit interviews, and support for other employee programs.
- Manage timely distribution, collection and reporting (PeopleSoft) on documents/data associated with performance appraisal and probationary programs, drug test results, disciplinary actions, and grievance activity. Develop forms and statistical data (spreadsheet) needed for analysis.
- Establish and maintain LOA files, correspondence and reports in an accurate and timely fashion. Prepare and distribute LOA related correspondence (including benefits related info). Review LOA related notes/documents, follow-up. Coordinate employee's return to work, set-up training, medical exams, drug test, etc. as required. Keep supervisor, training and HR staff informed.
- 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 the general supervision of the Supervisor, Staffing Services, who will establish goals and objectives and evaluate performance.

Minimum Qualifications: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position.

- Associate's degree in Human Resources, Business Administration, or related field; can substitute up to two years of full-time experience.
- Three years full-time experience providing administrative support in any of the functional areas of Human Resources (compensation/benefits administration, employee/labor relations, recruitment/selection, employee programs/activities, and/or employee training/development)

Other Requirements:

- Must have effective written, oral, and interpersonal communication skills.
- Must be proficient in Microsoft Office Suite.
- Must have experience with Human Resource Management System (HRMS). PeopleSoft desirable.
- Experience in a public agency desirable.

Ideal Candidate:

- Ability to use initiative and independent judgment, work with interruptions and changing priorities, and organize work and follow-up assignments with minimal supervision.
- Must be able to prioritize work and perform satisfactorily in a busy office environment with constant interruption.
- Excellent customer service skills.

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
- Cafeteria Plans: Medical, dental, vision care, group life insurance and more
- Transportation: Free Bus Transportation for employees and qualified dependents
- Retirement: Public Employees Retirement Systems (CalPERS) and Social Security
 - 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 24 hours a day through our online at application system at www.smctd.com/jobs.html 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.
- Whether applying online or with a paper application, 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 Affirmative Action/Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans