

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**April 9, 2021**

**TITLE:** Human Resources Analyst (Employee Services)  
**EMPLOYMENT TYPE:** Non-Exempt (Fulltime)  
**DIVISION:** Human Resources  
**PAY RANGE:** **\$31.93 - \$48.77 hourly (\$66,432 - \$101,441 estimated annual)**  
**APPLICATION DEADLINE:** **Friday, May 7, 2021** (Submit application, resume and supplemental questionnaire for consideration)  
**WORK LOCATION:** San Carlos, CA

**GENERAL DESCRIPTION:** Under general direction of the Human Resources Management Team, the Human Resources Analyst position is responsible for performing a variety of professional human resource functions including: recruitment and selection, compensation and classification, benefits administration, training and development and provide analytical support to District management and supervisory staff. Responsibilities also include maintaining effective relationships with employees, management, union representatives, and contract entities. Position works with considerable initiative and independence and handles confidential information.

The District currently has vacancy in Recruitment and Employee Services. An eligibility list will be established to fill future vacancies in the areas of Employee Services, Classification and Compensation, Employee Relations, and Training and Development. Selected candidates will be screened, interviewed and hired based on successfully demonstrating required knowledge, skills and abilities for each position.

**Note:** The following functions are typical of this classification. Incumbents will perform duties that are applicable to the assignment areas of responsibilities. A detailed job description will be provided at the time of departmental interview.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Design, plan, and implement recruitment strategies and programs for professional, technical, managerial, administrative and bargaining unit positions.
- Ensure that employment laws, union agreements, classification, policies, and fair and consistent employment practices are followed.
- Consult with hiring managers to obtain input on recruitment needs, selection methods, and examination content.
- Research and develop recruitment sources appropriate to the job posting and consistent with Equal Employment Opportunity (EEO) practices.
- Conduct position classification and compensation studies and audits; prepare new or revised class description; collect and analyze compensation and benefit data; make recommendation of findings.
- Administer 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 and provide guidance in policy interpretation and plan documents.
- Research, analyze, and recommend changes in benefit program design and contract provisions.
- Coordinate the District Employee Development training activities, including identifying training needs, arranging for internal/external training facilitators, working with trainer to ensure the District's needs and expectations are addressed, secure training sites, develop memo and flyers, and providing visual aids and other materials as necessary; assess and evaluate training, and maintain training database.
- Administer the Merit-Based Performance Management program; including making coaching and counseling; and develop training materials to assist employee and managers to achieve professional and personal career growth; act as the EmPerform System administrator providing training and resolving technical front-end user issues.

**EXAMPLE OF DUTIES:**

- Research, compile, analyze and evaluate general statistical information regarding benefit administration, talent development process, and other human resources practices.
- Assist and/or develop, and revise District policies, procedures, and programs.
- Conducts studies and projects related to human resources functional areas.
- Collaborate with hiring managers to develop and update position descriptions, identify essential functions and duties, establish minimum qualifications, and develop interview questions.

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- Create job opportunity announcements. Work with an advertising agency to place recruitment outreach. Screen resumes and applications for completeness and qualifications.
- Coordinate and facilitate panel interview process. Assist with training of interview panelists to ensure fair recruitment and selection process.
- Make offers of employment to successful candidates. Inform unsuccessful candidates of the selection outcome.
- Update and maintain the applicant tracking system and provide functional support to users.
- Administration of the District's On-Call Temporary staffing program.
- 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.

**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, Industrial Psychology, and/or other related field from an accredited college or university.
- Two years of full-time progressively responsible professional level in a human resources program, preferably in the public sector.

**PREFERRED QUALIFICATIONS:**

- HR Certifications such as PHR/SPHR/IPMA preferred.
- Be highly analytical, detail oriented, and able to present recommendations and solutions to solve every day human resources business problems.
- Strong interpersonal communication skills and ability to advise employees and management on applicable policies and policies
- Understanding public sector classification and compensation

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 21 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

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 [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday May 7, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application 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.
- 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 encourage to apply.

**HUMAN RESOURCES ANALYST  
SUPPLEMENTAL QUESTIONNAIRE**

**Posting Closes: Friday May 7, 2021 at 11:59 p.m.**

1. These supplemental questions are an important screening process. Failure to provide complete responses may result in your application not being considered. Please answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. Your responses to the questions must be supported by both the work experience on your application as well as your resume. Please ensure that you include on the top of each response the Company, Job Title and Date of Employment while describing the applicable experience.

I have read and understand the statement above concerning submission of supplemental questionnaire responses.

2. Please indicate which function of human resources you possess experience (select as many as applicable): **Briefly state why you meet the qualification for the desired vacancy.**
  - Recruitment and Selection (including Merit Based Testing)
  - Classification and Compensation
  - Employee Engagement
  - Leave Administration
3. Describe your experience in the following areas as applicable (include your years of experience and your specific duties for each area): Recruitment and Selection, Classification and Compensation, and Leave Management.
4. Describe a complex Human Resources issue you have resolved. Include a complete description of the issue, steps you took to resolve it, and the ultimate resolution.
5. Human Resources laws and legislation change frequently. Discuss how you stay abreast of changes in policy and the steps you take to ensure your decisions are based on current law.