

# JOB OPENING ANNOUNCEMENT

Apply On-line at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html)

Employment Hotline 650-508-6308

October 26, 2020

**TITLE:** Human Resources Analyst  
**EMPLOYMENT TYPE:** Non-Exempt  
**DIVISION:** Human Resources  
**PAY RANGE:** \$31.93 - \$48.77 hourly (\$66,432 - \$101,441 estimated annual)  
**APPLICATION DEADLINE:** **Wednesday, November 25, 2020 at 11:59 p.m.**  
(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 resources functions including: employee/labor relations, compensation and classification, recruitment, benefits administration, training and development, compliance issues 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 vacancies in the Employee/Labor Relations, Benefits Administration and Training and Development areas. 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 and (\*) Duties:**

- 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.
- 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 the Drug and Alcohol program ensuring legal compliance; monitor and coordinate all Federal Transportation Authority (FTA) drug and alcohol testing activities, review and create reports, assist in auditing contractors and third party administrators, provide drug and alcohol related training, make recommendations and develop corrective actions in accordance with District policies and procedures, Collective Bargaining Agreements, and Department of Transportation (DOT) program regulations.
- Conduct review of misconduct or misbehavior in order to provide appropriate disciplinary recommendations in accordance with progressive discipline.
- Support Employee Relations in grievance review and grievance responses.
- Administer the Department of Motor Vehicle (DMV) Pull Notice Program to ensure compliance with state and federal laws.
- 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.
- \* Provide information and interpretation to other concerning District requirements, policies, procedures, and related information.
- \* Research, compile, analyze and evaluate general statistical information regarding benefit administration, talent development process, and other human resources practices.
- \* Interpret and apply District rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.
- \* Analyze the effect of new laws or administrative regulations on Human Resources programs and recommend policies and procedures for implementation.
- \* Assist and/or develop, and revise District policies, procedures, and programs.
- \* Conducts studies and projects related to human resources functional areas.

### **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.

## **IDEAL CANDIDATE:**

- HR Certifications such as PHR/SPHR/IPMA preferred.
- Well-rounded human resources professional with experience in a range of functional areas (e.g., Benefit, Employee/Labor Relations, Talent Development, etc.)
- Strong experience in benefit administration and be able to advise employees and departments
- Possess a solid understanding of the federal and state laws governing drug and alcohol programs in transportation, Pull Notice Programs, and the ability to interpret collective bargaining agreements.
- Understanding public sector classification and compensation
- Knowledge and experience of public sector labor relations is desirable
- Be highly analytical, detail oriented, and able to present recommendations and solutions to solve every day human resources business problems.

## **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 benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

- **Retirement:** Membership in California Public Employees' Retirement System (CalPERS) under the 2% @ 60 formula for classic employees or 2% @ 62 for new employees.
- **Cafeteria Health Plans:** 100% District-paid premiums for Dental, Vision, and Group Life Insurance. Medical plan offerings include selections from Anthem, Blue Shield, HealthNet Smart, Kaiser, PERS Choice PPO, and PERS Select PPO.
- **Paid Time Off:** Up to 21 days of accrued Paid Time Off, seven holidays, and five floating holidays
- **Other Benefits:** Supplemental life insurance, long-term disability, state disability, workers compensation, 457 deferred compensation plan, flexible spending account, tuition reimbursement, employee assistance program, computer loan, and credit union access.

## **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 Wednesday, November 25, 2020. 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: Wednesday, November 25, 2020 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. The District has multiple HR Analyst vacancies and will assigned the selected candidate to the functional area that deemed most qualified. Briefly state why you meet the qualification for the desired vacancy.
- Benefit Administration
  - Employee/Labor Relations
  - Compliance
  - Training Development/Performance Management
3. Please describe your level of knowledge and experience with Benefit Administration. Include the specific details of the programs you are responsible for and the Human Resources Enterprise Resources Planning (ERP) or Human Capital Management (HCM) system used.
4. Please describe your experience with administering, managing or developing a training and development program.
5. Please describe your experience with managing a compliance Drug and Alcohol program. Please provide specific examples of your responsibilities in managing a compliance program. Please include the specific laws or regulations with which you had to adhere to.
6. Please explain why you are interested in the position.