



Koff & Associates  
A Gallagher Company



*San Mateo County*  
**TRANSIT DISTRICT**

**Executive Officer,  
Civil Rights, Employee & Labor Relations,  
and Human Resources**

# San Mateo County TRANSIT DISTRICT

## **Mission:**

*To supply the public with a high-quality, safe, and efficient transportation system that should enhance quality of life by increasing access and mobility, reducing congestion, improving the environment and promoting economic vitality.*



## **THE SAN MATEO COUNTY TRANSIT DISTRICT**

The San Mateo County Transit District ('District') is the administrative body for the principal public transit and transportation programs in San Mateo County: SamTrans bus service, including Redi-Wheels paratransit service, Caltrain commuter rail and the San Mateo County Transportation Authority. Caltrain and the TA have contracted with the District to serve as their managing agency, under the direction of their boards of directors.

To learn more about the 'District' please click here: [www.smctd.com](http://www.smctd.com)

## **THE POSITION**

The Executive Officer, Civil Rights, Employee & Labor Relations, and Human Resources reports to the General Manager/CEO and Chief Administrator Officer (CAO) and is responsible for development and execution of human resource strategy in support of the overall goals and strategic directions of the San Mateo County Transit District (and its managed agencies), in the areas of talent management, organizational and performance management, training and development, compensation, succession planning, civil rights, and employee and labor relations. This is a newly created position which will oversee a staff of approximately 25 FTEs.

### **Key Essential Functions**

- Provide advice and counsel to the General Manager, CAO, and Executive Team on strategic employee and human resources related matters.
- Develop plans and strategies from an HR perspective that support the performance and achievement of the District's objectives.
- Work with the District's executive management team to establish appropriate plans for staff development, succession, and retention planning consistent with the District's overall objectives.
- Oversee the administration of Civil Rights programs including Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Labor Compliance, and Title VI programs.

- Direct the development and administration of employee and labor relations strategies, programs, policies, and procedures.
- Develop and oversee the administration of general employee services such as strategic recruiting plans, classification and compensation, human capital management system, and wages and benefits.
- Provide leadership to staff, including coaching, training, and mentoring. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.
- Ensure EEO policies and procedures are followed.

### **Examples of Duties**

- Oversee the development and administration of policies and procedures to achieve compliance with EEO, DBE, Title VI, and prevailing wage laws and regulations.
- Oversee the administration of the District's EEO Plan to provide for equal opportunity in employment.
- Oversee the investigation and resolution of employee and applicant related matters including claims of discrimination, harassment, unfair treatment, etc.
- Oversee the administration of discipline and employee performance evaluation and correction activities.
- Direct labor management relations with officials of the Amalgamated Transit Union and the International Brotherhood of Teamsters Unions, including collective bargaining negotiations.
- Oversee the administration of compensation (wage and benefits) packages to position the District as an employer of choice in the Bay Area and the broader transit industry.
- Establish and maintain contacts with officials and organizations at the local, state, and national level.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of appropriate professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.



## THE IDEAL CANDIDATE

The ideal candidate will be an innovative and collaborative leader, who is able to create and cultivate a culture of success and achievement. The successful candidate will be a change agent for the organization, introducing ideas and strategies to utilize a changing workforce and workplace more effectively, to provide better services for current and future challenges. Excellent communication and interpersonal skills are necessary to build strong business relationships with staff, leadership, and business partners. This is an excellent opportunity for a customer-centric, employee-centric professional who can navigate employee relations to better meet the mission and vision of the District; and foster an atmosphere that speaks to developing relationships with employees and management.



### Key Attributes and Characteristics

- ▶ A leader who is able to establish confidence, trust, credibility and consistency for his/herself as well as the human resources department.
- ▶ A solid management acumen with teambuilding skills based on a foundation of responsibility, accountability, and empathy.
- ▶ A skill set in organizational and staff assessment, improvement, and creating efficiencies and best practices.
- ▶ A solid leader, mentor, and manager who fosters professional development of staff through the identification of on-the-job and other development opportunities; able to assess how work will get done in this post-pandemic environment; utilizes the practices to help people become more effective.
- ▶ Be flexible and able to provide clear goals and expectations, while remaining agile as requirements require.



### 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, public or business administration, or closely related field.
- ▶ Eight (8) year's full-time management level experience in the scope of responsibility for one or more human capital programs such as civil rights programs, employee and labor relations, recruitment and selection, classification and compensation, employee benefit and services, training and development, organizational and talent development, and/or other related fields.
- ▶ Managerial experience in labor relations and administration of union labor agreements.
- ▶ An understanding and perspective of civil rights, diversity, equity, and inclusion.
- ▶ Knowledge of and experience with human resource information systems.

### Preferred Qualifications

- ▶ Experience in labor negotiations is desirable.
- ▶ Experience in a public agency desirable.
- ▶ Experience as an employer advocate in arbitration proceedings is desirable.
- ▶ Skill in building sustained and productive internal relationships across a wide range of agency functions.
- ▶ Skill in designing, leading, and facilitating discussions around sensitive topics, particularly related to race (and other protected classes), power, and privilege.
- ▶ Skill in consensus building, fostering informed debate and interaction, and effective decision-making.
- ▶ Knowledge/application of employment laws, principles and practices, and regulations in both union and non-union environments is desirable.
- ▶ Experience in implementation of human resource information systems.



## COMPENSATION AND BENEFITS

The salary range for this position is **\$164,907 to \$247,361\*** commensurate with experience.

To view the full benefits package, click here: <https://www.smctd.com/jobs.html#benefits>

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is August 2, 2021.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/executive-officer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



**Koff & Associates**  
A Gallagher Company

Frank Rojas  
Phone (510) 495-0448  
[frojas@koffassociates.com](mailto:frojas@koffassociates.com)  
Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



*San Mateo County*  
**TRANSIT DISTRICT**