



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Senior Human Resources Analyst

SALARY: \$81,360.00 - \$113,904.00 Annually

DEPARTMENT: Human Resources

OPENING DATE: 08/22/19

CLOSING DATE: 09/11/19 11:59 PM

DESCRIPTION:

Perform complex human resources services such as recruitment/selection, classification/compensation, position control, leave administration, employee benefits, pension program coordination, HRIS administration/payroll support, workers' compensation, light duty programs and the interactive process. Other duties include administering department projects and directly or indirectly supervising staff, project team members or external vendor staff. **This position will be primarily responsible for the administration of the District's recruitment/selection and classification/compensation processes and performing special projects.**

EXAMPLES OF DUTIES:

- **Recruitment/Selection:** Conducts recruitment and selection process for primarily salaried and higher level classifications such as supervisor, manager and director. Develops and administers selection devices and processes such as interviews and questions, written tests and performance tests.
- **Classification/Compensation:** Plans, coordinates and conducts large and/or highly sensitive classification studies that may involve multiple job classes and/or cross departmental lines. Recommends allocation of positions to appropriate classes. Plans, conducts and/or oversees salary and total compensation surveys.
- **Special Projects:** Plans, organizes and administers or manages various special projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitors contract budget.
- **Supervision:** Directly or indirectly supervise staff in Human Resources, external departments or project teams by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Participates in the selection of staff, planning and coordinating training and managing the correction of deficiencies. In the case of direct support staff, writes, conducts and administers performance evaluations and associated corrective action/performance requirements.
- **Position Control:** Oversees the District's position control program ensuring that all necessary positions are tracked to ensure compliance with policies, procedures and internal processes. Works with Labor Relations to ensure all aspects of the collective bargaining agreement/memorandum of understanding are accurately administered.
- Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary. Please see the job description for a complete list of all essential functions.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree or equivalent from an accredited college or university in Human Resources, Business Administration, Public Administration, Organizational Development or related field. Additional directly related experience beyond the minimum requirement may substitute for the required

education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of four (4) years of experience in recruitment/selection, benefits, pension administration, leave administration, HRIS administration, classification/compensation, position control, workers' compensation administration or human resources project implementation. Public sector experience is preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education, as outlined above, are required for this position. Applications and job announcements are available through our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, September 11, 2019 at 11:59 p.m. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Position #TBD
SENIOR HUMAN RESOURCES ANALYST
YH

Senior Human Resources Analyst Supplemental Questionnaire

- * 1. Describe your direct experience performing the recruitment and selection process from beginning to end, including the job titles and pay grades of the recruitments you have conducted. In your description, include the length of your experience, the employer and dates of employment you performed this function.

- * 2. Describe your direct experience performing classification and compensation projects from beginning to end, including the job titles and pay grades of the positions. In your description, include the length of your experience, the employer and dates of employment you performed this function.

- * 3. Describe your direct experience performing statistical analysis and reporting, including how you retrieve, prepare and report the data. In your description, include the length of your experience, the employer and dates of employment you performed this function.

- * 4. Using the below rating scale, describe your level of experience using the following software applications and the employers where this software was used: No experience..... 1
 Beginner-level experience..... 2 Intermediate-level experience..... 3 Advanced-level experience..... 4 a) Groupwise/Outlook b) Microsoft Word c) Microsoft Excel d) Microsoft Access e) HRIS Systems