

# Senior Human Resources Analyst

## Internal / External

**Salary:** \$78,996 - \$110,592 annually  
(Plus Excellent Benefits)

**Posting Date:** May 10, 2018 (Thu)  
**Filing Deadline:** May 30, 2018 (Wed)

### SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

#### BRIEF 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.

#### ESSENTIAL FUNCTIONS

**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. **Leave Administration:** In compliance with all State and Federal laws, consults with employees, supervisors and management concerning complex leave of absences situations and compliance with FMLA, CFRA and all other statutory leaves. Consults with legal representatives/other departments. **Employee Benefits:** Explains and interprets District insurance programs and options for employees and dependents. Develops, maintains and monitors eligibility for the District's benefit programs. **Pension Plan Coordination:** Oversees the day-to-day pension benefit program, and administer a variety of tasks including preparation of benefit calculations and all associated retirement application paperwork. Responds to participant/member calls and facilitate requests. **HRIS Administration/Payroll Support:** Oversees the day-to-day activities to support the human resources, payroll and other inter-related functions. Assists in the review, testing and implementation of HRIS system upgrades or patches. **Workers Compensation:** Administers workers compensation program by coordinating with employees, various Departments, Third Party Administrator (TPA), and when necessary, legal counsel to ensure RT's workers' compensation program is managed to all standards required by law as well as in accordance with RT's policies. Completes initial contact by performing intake interview and ensuring paperwork is completed according to RT and CA standards. **Light Duty Program:** Administers RT light duty program, ensuring employees who are returning to work are placed in positions that will accommodate their restrictions as well as adhere to the established guidelines and policies. **Interactive Process:** Administers the District's Interactive Process in compliance with Federal and State laws. Ensures every effort is made to provide reasonable accommodation to candidates seeking employment with the District and to current employees requesting accommodation.

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.**

#### FILING

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, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, May 30, 2018 at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. 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.**

**(Supplemental Questionnaire on Reverse Side)**

Regional Transit Job Announcement

www.sacrt.com

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

# Sacramento Regional Transit District Supplemental Questionnaire

## Senior Human Resources Analyst

**Final Filing Date: Wednesday, May 30, 2018**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

---

**Please answer the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.**

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:

- No experience..... 1
- Beginner-level experience..... 2
- Intermediate-level experience..... 3
- Advanced-level experience..... 4

<u>Program</u>	<u>Experience Level</u>	<u>Employer Where Used</u>
GroupWise/Outlook	_____	_____
MS Word	_____	_____
MS Excel	_____	_____
MS Access	_____	_____
HRIS Systems	_____	_____