



San Joaquin Regional Transit District
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Stockton, CA 95202
(209) 943-1111

**SAN JOAQUIN REGIONAL TRANSIT DISTRICT
EMPLOYMENT OPPORTUNITY**

HUMAN RESOURCES MANAGER

Starting at \$77,165 to 113,466 (Depending on Qualifications)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under policy direction, plans, organizes, manages, and implements comprehensive District-wide human resource management programs, including recruitment, selection, employment, classification and compensation, employee and labor relations, retirement, performance appraisal, benefits administration, development and training, workers' compensation and other leaves of absence, return-to-work and other services; provides expert professional assistance and guidance to District management on human resources and employee relations matters; and performs related duties as assigned. This single position class is responsible for managing and integrating broad, comprehensive human resource management programs and services for the District to achieve effective use and development of staff, good morale and productivity, and effective communications between management and employees.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a major in public or business administration, human resource management, psychology, or a closely related field; and at least four to ten years of progressively responsible human resource management experience, including labor management relations, at least two to five of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience with classification and compensation studies, and managing in a governmental/bargaining unit environment is preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license. PHR/SPHR or SHRM-CP/SCP is preferred.

KNOWLEDGE OF:

Theory, principles, practices and techniques of public personnel administration, including recruitment, testing, selection, equal employment opportunity, employee relations, leaves of absence classification and job analysis/job evaluation, compensation, benefits design and administration, employee and management development and performance planning and appraisal; principles and practices of labor management relations, including negotiation and contract administration techniques; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; principles, methods and techniques of strategic and business planning; state and federal laws applicable to the development and administration of a comprehensive employee and occupational safety program; principles, practices and legal requirements of risk management programs; principles and practices of internal consulting; organization and functions of a public board; trends and practices in human resource management; principles and practices of effective management and supervision; and District human resources policies and procedures and labor contract provisions.

ABILITY TO:

Plan and manage a broad, centralized human resource management program; analyze and make sound recommendations on complex human resource management issues; understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions governing the District's human resource management program; present proposals and recommendations clearly, logically and persuasively in public meetings; consult effectively with executives, other directors and managers to develop solutions to complex organizational and people management issues; represent the District effectively in negotiations and other dealings with employee and labor organizations on a variety of issues; evaluate human resource management practices and procedures and make sound recommendations for improvement; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations; and establish and maintain effective working relationships with all levels of District management, employee organizations and their representatives, other governmental officials, employees and the public.

Reasonable accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical Demands:** While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus. **Mental Demands:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, other governmental officials, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: 12 days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan in which RTD provides a generous match.

EMPLOYMENT PROCESS: Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment.

NOTE: All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

SUBSTANCE ABUSE TESTING: Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at www.sanjoaquinRTD.com/jobs

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.