



SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Senior Human Resources Analyst

SALARY: \$83,796.00 - \$117,324.00 Annually

DEPARTMENT: Human Resources

OPENING DATE: 04/08/21

RECRUITMENT TYPE: Internal/External

DESCRIPTION:

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to perform complex responsibilities for a variety of human resources services such as recruitment/selection, employee benefits, position control, leave administration, HRIS administration/payroll support, classification/compensation and the interactive process. Other duties include administering department projects. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary. This position will be primarily responsible for the administration of the District's Leaves Programs, Interactive Process and performing special projects. This position is responsible for directly or indirectly supervising staff, project team members or external vendor staff.

EXAMPLES OF DUTIES:

Recruitment/Selection: Conducts recruitment and selection process for primarily salaried and higher level classifications such as supervisor, manager and director. Develops recruitment plan, identifying and scheduling applicable recruitment activities, outreach, interview panelists, examinations and interviews. Reviews District's Affirmative Action Plan to determine underutilization and research and identify relevant outreach targets. Conducts meetings with hiring authorities to review and recommend allocation of positions, staffing needs and recruitment strategies. Prepares interview questions, job postings and recruitment advertisements. Screens all application materials. Prepares, extends and negotiates employment offers. Develops and administers selection devices and processes such as interviews and questions, written tests and performance tests. Coordinates, plans, schedules and monitors pre-employment activities such as background investigations, physical exams, drug screen and reference checks. Responds to applicants' questions regarding recruitment processes and procedures. Designs and conducts employee training modules related to recruitment activities. Researches and resolves issues related to recruitment activities.

Employee Benefits: Responds to complex employee questions regarding benefits eligibility and procedures. Explains and interpret District insurance programs and options for employees and dependents. Oversees the collection of enrollment forms to determine coverage. Interprets

various group insurance plans, laws, rules, and regulations. Develops, maintains and monitors eligibility for the District's benefit programs. Corresponds with carriers regarding eligibility, rate discrepancies, and contract interpretations. Researches and resolves issues related to benefits activities. Oversees the scheduling of new employee benefit/ employment orientations. Coordinates and administers a variety of additional benefit programs such as tuition reimbursement and long-term disability.

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. Ensures requisitions have the appropriate information including hiring authorization, budget and approval. Coordinates with all departments impacted by position controls, ensuring they have accurate information necessary to complete all necessary internal/external reporting, processes and legal requirements. Ensures all surplus staffing is completed within the established guidelines and human resources process. Creates all necessary issue papers to ensure all position control is completed in a timely manner and that all procedural requirements are met. Administers the District's recall process including tracking affected positions, notification to affected employees as well as updating Departments regarding status. Works with Labor Relations to ensure all aspects of the collective bargaining agreement/memorandum of understanding (CBA/MOU) 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. Approves/denies requests for leave, track requests, and leave times/balances.

HRIS Administration/Payroll Support: Oversees the day-to-day activities to support the human resources, payroll and other inter-related functions. Fosters and maintains positive relationships with HRIS constituents, including senior management, and the HRIS customer base. Serves as an interface between internal/external customers and the functional team members to ensure effective definition of and delivery of HRIS applications. Provides overall prioritization of work assignments to other human resources team members, payroll, IT and management. Promotes proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Based on business need; negotiates priorities and support requirements with the IT Department., functional staff at the field locations, and others as appropriate. Assists in the review, testing and implementation of HRIS system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrade or fix. Maintains HRIS system tables. Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements. Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.

Classification/Compensation: Oversees classification and compensation by providing overall direction to studies of individual positions, occupational groups, and class series to determine appropriate allocation of positions. 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. Reviews requests to classify new positions and/or reclassify existing positions. Determines the need for reclassification analysis and impact of change on other positions. Revises current and develops new classifications and job descriptions. Completes compensation analysis studies. Researches, collects and compiles data regarding salaries and benefits structures to determine appropriateness of salaries and benefits. Recommends changes in salaries and/or benefits and provides analysis regarding impact on related classifications. Determines and compares class concepts internally and in the relevant labor market. Serves as point of contact for questions on job descriptions and salary

ranges. Interprets and administers compensation and other provisions of policies, ordinances and labor contracts. Reviews, interprets and processes requests to implement various pay programs including differentials and premiums.

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. Conducts meetings with any candidates seeking employment on the type of accommodation needed; coordinates with HR Analyst to ensure the accommodation is reviewed and provided. Conducts initial interactive process meeting with employee ensuring they possess a thorough understanding of the process. Assists the employee to determine all reasonable accommodations necessary to perform the essential functions of the position; works with Department to determine if the accommodation request is reasonable and can be implemented. Continues to coordinate with employee and department to ensure implemented accommodation is appropriate and working. When an accommodation is not available, works with employee to determine if any other positions are available. Coordinates with recruiting to transition employee into the recruitment process if applicable.

Plans, organizes and administers or manage 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 monitor contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides recommendations for budget projections and assists with budget preparation and administration. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.

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, managing the correction of deficiencies. In the case of direct support staff, writes, conducts and administers performance evaluations and associated corrective action/performance requirements.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, Organizational Development

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

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

FILING INSTRUCTIONS/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 is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates, as applications are reviewed. 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.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2021-00421
SENIOR HUMAN RESOURCES ANALYST
IH

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

Senior Human Resources Analyst Supplemental Questionnaire

- * 1. Please describe, in detail, your professional experience, performing the following functions. (In your response, include the employer and number of years/months you performed these functions): • Family and Medical Leave Act (FMLA) • California Family Rights Act (CFRA) • California Pregnancy Disability Leave (PDL) • The Americans with Disabilities Act (ADA)/Fair Employment Housing Act (FEHA) and Reasonable Accommodation • State and local leave laws

- * 2. Please describe your experience performing leave functions across multiple bargaining groups/unions. In your response, describe in detail your experience with interpreting multiple contracts, the number of contracts you had to interpret and interaction with labor relations regarding contract interpretation. (In your description, include the

bargaining groups/unions, employer and the number of years/months you performed these responsibilities).

- * 3. Describe your direct experience performing statistical analysis and reporting, including how you apply and track the various leaves, 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) Outlook b) Microsoft Word c) Microsoft Excel d) Microsoft Access e) HRIS/Payroll Systems

* Required Question