

December 14, 2020

**TITLE:** Human Resources Specialist  
**EMPLOYMENT TYPE:** Non-Exempt (Full Time)  
**DIVISION:** Human Resources  
**PAY RANGE:** \$23.59 - \$39.76 hourly (\$49,063 - \$82,707 estimated annual)  
**APPLICATION DEADLINE:** **Friday, January 15, 2021** (Submit application, resume and supplemental questionnaire for consideration)  
**WORK LOCATION:** San Carlos, CA

### **GENERAL DESCRIPTION:**

The Human Resources Specialist will report to one of the three Managers in the Human Resources Department. This position will provide confidential, technical, and administrative support services to a variety of functional areas such as Employee Services, Organizational Development & Talent Management (ODTM), and Employee Relations within the Human Resources Department for San Mateo County Transit (SamTrans), District, Peninsula Corridor Joint Powers Board (Caltrain), San Mateo County Transportation Authority (TA), and San Mateo County Express Lanes Joint Powers Authority (JPA).

The District currently has vacancies in the Employee Services, Organizational Development & Talent Management (ODTM), and Employee Relations areas. Selected candidates will be screened, interviewed and hired based on successfully demonstrating required knowledge, skills and abilities for each position.

**Note:** The following functions are typical of this classification. Incumbents will perform duties that are applicable to the assignment areas of responsibilities. A detailed job description will be provided at the time of departmental interview.

### **Examples of Essential Functions:**

- Engage in customer service response with employees and the public on inquires and requests for employee services, recruitments, benefits, and employee relations.
- Prepare vacancy announcements, establishes and maintains recruitment files, prepares related correspondence for scheduled interviews, offers and orientations. Schedules physicals and drug screenings, processes and verifies background investigations.
- Establish personnel files for new hires with responsibility for timely and accurate posting of employee's appointment, work assignment, medical records, bargaining/non-bargaining status, paid-time-off, promotion, salary change, tax deductions (other deductions such as retirement, deferred compensation), insurance beneficiary.
- Process all personnel actions and status changes in a timely and accurate basis. Responsible for initiating individual performance evaluations, salary increases, longevity bonuses, PTO accruals, transfers, layoffs, resignations, terminations and retirements.
- Prepare and process all program documents associated employee development and training activities, tuition reimbursement, Transportation System Management (TSM), employee computer purchase and other employee programs and activities. Develop, monitor and report on program/project budgets. Resolve program questions or conflicts.
- Schedule and coordinate training activities, drug and alcohol testing, DOT physical examinations, benefits enrollment, exit interviews, and support for other employee programs.
- Manage timely distribution, collection and reporting (PeopleSoft) on documents/data associated with performance appraisal and probationary programs, drug test results, disciplinary actions, Pull Notice Program, LOA program and grievance activity. Develop forms and statistical data (spreadsheet) needed for analysis.
- Establish and maintain LOA files, correspondence and reports in an accurate and timely fashion. Prepare and distribute LOA related correspondence (including benefits related info). Review LOA related notes/documents, follow-up. Coordinate employee's return to work, set-up training, medical exams, drug test, etc. as required. Keep supervisor, training and HR staff informed.

### **Examples of Duties:**

- Provide administrative support for negotiations, grievance review and other meetings. Maintain and update grievance log, prepare grievance responses and take notes during meetings.
- Schedule and coordinate ergonomic evaluations for District employees upon request.
- Respond to and keep track of information requests in a timely manner.
- Perform regular data entry and filing.
- Coordinate and/or assist with employee related functions, special programs and events.
- Provide telephone support for the department and provide information/forms to employees and customers as needed.
- Distribute documents, mail and other materials to appropriate individuals for action or information.
- Order, maintain and inventory department equipment and supplies. Oversee and maintain department petty cash.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

### **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:

- Associate degree in Business Administration or related field.
- Two (2) years full-time experience in any of the following functional areas of Human Resources (compensation/benefits administration, employee/labor relations, recruitment/selection, employee programs/activities, employee training/development, and general personnel records administration).

### **IDEAL CANDIDATE:**

- Knowledge and experience in the Public Sector.
- Ability to use initiative and independent judgment, work with interruptions and changing priorities, organize work and follow-up assignments with minimal supervision.
- Must be able to prioritize work and perform satisfactorily in a busy office environment with constant interruption.
- Excellent customer relations, oral and written communication skills.

### **SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

### **BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS)

### **HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, January 15, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.

**HUMAN RESOURCES SPECIALIST  
SUPPLEMENTAL QUESTIONNAIRE**

**Posting Closes: Friday, January 15, 2021 at 11:59 p.m.**

1. These supplemental questions are an important screening process. Failure to provide complete responses may result in your application not being considered. Please answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. Your responses to the questions must be supported by both the work experience on your application as well as your resume. Please ensure that you include on the top of each response the Company, Job Title and Date of Employment while describing the applicable experience.
  
- I have read and understand the statement above concerning submission of the supplemental questionnaire responses.
  
2. Do you have a minimum of two years full-time experience providing Human Resources support?
  
3. Do you have Public Sector experience? (e.g. Government, Schools, etc.),
  
4. The District has two (2) HR Specialist vacancies and will assign the selected candidates to the functional area that they are deemed most qualified. Please describe your education, training, and experience that makes you the most qualified candidate in the following areas:
  - i. Employee Relations
  - ii. Staffing
  - iii. Training
  - iv. Benefits
  
5. This position requires a high degree of interaction with internal and external customers. Give us an example of a time when you received recognition for going above and beyond assisting a customer.