



JOB OPENING ANNOUNCEMENT

Apply On-line at www.caltrain.com/about/Jobs.html

Employment Hotline (650) 508-6308

May 24, 2021

TITLE:	Talent Management Analyst (Rail)
EMPLOYMENT TYPE:	Exempt (Full-Time)
DIVISION:	Rail
APPLICATION DEADLINE:	Open Until Filled (1st Resume review on Friday, June 11, 2021)
PAY RANGE:	\$1,729 - \$2,594 per week (\$89,949 - \$134,924 est. annual)
WORK LOCATION:	San Carlos, California

JOB SUMMARY: The Talent Management Analyst, Rail will report to the Chief of Staff, Rail and will be responsible for the execution of effective talent acquisition and development efforts including recruitment and selection strategies and techniques to build a pipeline of qualified candidates, onboarding, and training and organizational development for professional, technical, managerial and administrative positions for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop effective relationships within the organization to have influence and impact the recruiting process and hiring. Coordinate with San Mateo County Transit District (District) Human Resources Department (HR) to ensure that recruitment strategies and programs are being implemented in a timely and effective manner in service to Caltrain.
- Administer the onboarding process for all new Rail employees.
- Administer Rail training activities, including identifying training needs, arranging for internal/external training facilitators, working with trainer to ensure the Caltrain's needs and expectations are addressed.
- Oversee the administration of the Office of Chief of Staff, Rail including performance management, position management, and document control processes to ensure compliance with established District policies and procedures.
- Liaise and respond to internal and external stakeholders on Rail related program management and processes.
- May supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Work closely with District HR to collect and coordinate aggregate data for the talent pipeline and translate the data into insights through data analysis that drives deliberate action plans at the appropriate levels.
- Consult with hiring managers to obtain input on recruitment needs, selection methods, interviews and examination content.
- Collaborate with hiring managers to develop and update position descriptions, identify essential functions and duties, establish minimum qualifications, and develop interview questions in accordance to District policies and procedures.
- Lead coordination activities with District HR staff in supporting Caltrain's hiring needs through the job postings, advisement, skills testing, pre-employment screening, interviews, reference checks, and salary recommendations.
- Ensure that new Rail employees are properly on-boarded and have proper network access and training on procedures for their roles.
- Coordinate with District training department on addressing Rail training and development needs.
- Ensure that employment laws, classification, policies, and fair and consistent employment practices are followed.
- Makes recommendations for action; prepares narrative and/or statistical reports, including implementation strategies; makes presentations to senior staff/management.
- Develop Standard Operating Procedures (SOPs), manuals, training materials, and templates.
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- Work with the Chief of Staff and Caltrain Executive Officer on status and follow-up with department managers on performance management documentation for all Rail employees.
- Coordinate with Human Resources on Rail position control and management and updating of Rail organizational charts.
- 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.

SUPERVISION: Work under the general supervision of the Chief of Staff, Rail and Caltrain Executive Director who will establish goals and objectives and evaluate performance.

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:

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Industrial Psychology, and/or other related field from an accredited college or university.
- Four years of full-time professional level in a human resources program, preferably in the public sector.

PREFERRED QUALIFICATIONS:

- Experience in a public agency desirable.
- Knowledge of current human resource laws
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Effective written, oral, and interpersonal communication skills.
- Proficient in Microsoft Office Suite.
- Experience with applicant tracking software; PeopleSoft desirable.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: Up to 26 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) <ul style="list-style-type: none"> ○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation ○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.caltrain.com/about/Jobs.html. This is an Open Until Filled with the first resume review on Friday, June 11, 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.
- Caltrain 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.