



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

August 18, 2023

TITLE: Human Resources Analyst (Technical Recruiter-Rail)
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Rail Administration
APPLICATION DEADLINE: **Sunday, September 3, 2023**
PAY RANGE: \$1413 - \$2120 weekly (\$73,494 - \$110,241 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Human Resources Analyst (Rail Technical Recruitment) will report to the HR Business Partner, Rail and will be responsible for assigned recruitment and selection efforts for engineers, railroad construction, railroad maintenance, professional, managerial, and administrative for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Design, plan, and implement recruitment strategies and programs. for technical railroad positions, professional, managerial, administrative positions.
- Ensure that employment laws, compensation, policies, and fair and consistent employment practices are followed.
- Consult with hiring managers to obtain input on recruitment needs, selection method, and examination content.
- Research and develop recruitment sources appropriate to the job posting and consistent with Equal Employment Opportunity (EEO) practices.
- Source and recruit candidates by using online databases, social media, etc.

EXAMPLE OF DUTIES:

- Perform professional level work in other functional areas such as Employee Services, Organizational Development & Talent Management within the Human Resources Department.
- Collaborate with hiring managers to develop and update position descriptions, identify essential functions and duties, establish minimum qualifications, and develop interview questions.
- Facilitates contacts by creating and maintaining a presence in the technical/industry community and marketplace.
- Establish a recruitment pipeline of railroad professional's, researching and identifying a variety of niche and or transit-oriented sites and organizations to attract talent.
- Create a recruitment strategy that demonstrates an expertise in identifying passive candidates in railroad engineering, construction and maintenance.
- Utilize a variety of social media sites and resume' databases to source for candidates that match skill sets required for job opportunities.
- Screen resumes and applications for completeness and qualifications.
- Coordinate and administer skills testing (written and practical).
- Coordinate background checks for all candidates, and pre-employment medical examinations.
- Coordinate and facilitate panel interview process. Assist with training of interview panelists to ensure fair and consistent recruitment and selection process.
- Create job offer recommendations and make offers of employment to successful candidates. Inform unsuccessful candidates of the selection outcome.
- Update and maintain the applicant tracking system and provide functional support to users.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- 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 follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the HR Business Partner-Rail who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. 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, Organization Development, or other related field.
- Two years or more full-time increasingly responsible experience in full cycle technical recruitment/ selection.

PREFERRED QUALIFICATIONS:

- Thorough understanding and experience in recruiting engineers, construction, project managers, railroad professionals
- Preferred SHRM-CP or PHR Certification
- Effective written, oral, and interpersonal communication skills.
- Proficient in Microsoft Office Suite.
- Experience with applicant tracking software, PeopleSoft desirable.
- Experience working in a public agency desirable.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. 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.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free transportation on Caltrain for employees 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 <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, September 3, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). 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 encouraged to apply.