



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

January 11, 2022

TITLE: HR Business Partner (Rail)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: Continuous Recruitment (Open until filled)
PAY RANGE: \$2,117.10– \$3,175.65 per week (\$110,089 – \$165,134 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Human Resources Business Partner, Rail will report to the Chief of Staff, Rail and will be responsible advisory with the assigned business unit to streamline HR functions, reporting on HR metrics, enhancing workforce retention, predicting staffing needs, managing termination processes, managing risk, ensuring staff wellness, and ensuring compliance regulations for the Peninsula Corridor Joint PowersBoard (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Work with executive leadership to determine business needs and collaborate with HR department (including external recruiters) to ensure that recruitment strategies and programs are being implemented in a timely and effective manner in service to Caltrain.
- Compare business goals and objectives to the current structure of business units and distribution of roles; lead the hiring process to identify new and/or existing job opening that must be filled by writing job descriptions to advocating for the redistribution of funding of salaries to meet the goal of attracting and hiring new employees.
- Responsible for the on-boarding and off-boarding process for all Rail employees.
- Liaise and respond to internal and external stakeholders on Rail related program management and processes including performance management, position management, and document control processes to ensure compliance with established District policies and procedures.
- 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.
- 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.
- Oversee and facilitate 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.

Peninsula Corridor Joint Powers Board, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Oversee and facilitate 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.
- 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.
- 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.
- Five years of full-time professional level in a HR generalist capacity and/or administrator for a human resources program, preferably in the public sector.

PREFERRED QUALIFICATIONS:

- Knowledgeable in the principles of Human Resources Management.
- Experience developing project scope; and managing resources and stakeholders.
- Possess keen sense of cultural awareness in the areas of where an organization operates.
- Experience in a public agency desirable.
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Effective written, oral, and interpersonal communication skills.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, 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 further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Paid Time Off:	26 days per year
Health and Benefit Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic CalPERS Members – 2% @ 60 benefit formula, 3 year average of highest compensation○ New CalPERS 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. Complete an online employment application by 11:59 pm on Friday, February 4, 2022. A resume will not be accepted in lieu of the application. Incomplete applications 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 or email written request to hr@samtrans.com.
- 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.