



SANTA BARBARA
METROPOLITAN TRANSIT DISTRICT

Director of Human Resources and Risk



Koff & Associates
A Gallagher Company



THE DISTRICT

MTD's regional services are provided in the southern portion of Santa Barbara County, running from the Ventura County border in the east, to the western end of Goleta. The service area includes the cities of Santa Barbara, Carpinteria, and Goleta, and the communities of Isla Vista, Montecito, Summerland, and the Eastern Goleta Valley, connecting the local community and visitors to colleges and the University of California at Santa Barbara, the Santa Barbara airport, train stations, and major business hubs and destination spots.

Great people are MTD's most important asset and are essential to fulfilling our mission. A staff of approximately 200 employees provide the community with over 6 million trips annually, with 112 buses serving 42 transit routes (24 regular routes + 18 booster routes) at 719 bus stops. MTD is committed to our community, and we are looking for people who share our passion for service and enhancing the mobility of our riders.



MTD takes pride in its outstanding record of EEO compliance and commitment to diversity. As a progressive service provider and employer, MTD has a strong interest in maintaining its positive image and relationships with the public, our passengers, internal and external stakeholders, and federal and state regulators.

GOVERNANCE

A seven-member board of directors governs MTD. Two members are appointed by the County Board of Supervisors, two are appointed by the Santa Barbara City Council, one is appointed by the Goleta City Council, and one is appointed by the Carpinteria City Council. The seventh member, also known as the at-large director, is appointed by the other six members of the board.



Mission:

The mission of Santa Barbara Metropolitan Transit District is to enhance the mobility of South Coast residents, commuters, and visitors by offering safe, appealing, equitable, environmentally responsible, and fiscally sound transit service.

THE POSITION

Reporting to the General Manager, the Director of Human Resources and Risk is responsible for overseeing, administering, and participating in day-to-day human resources activities supporting District management and staff including mentoring the HR team in the areas of employee development, leave management, personnel records management, personnel policies and procedures administration, recruitment and selection, classification, salary and benefits administration, reasonable accommodation, labor relations, employee relations, risk management, and the interactive process under ADA.

This position is a member of MTD's executive management team, will participate in labor negotiations, and supervises a staff of three.

Current priorities and objective include but are not limited to the following:

- Review, assess, and update human resources policies and procedures
- Oversee and facilitate compliance projects such as the Staff Employee Handbook revision, I-9 Audit, and Diversity and Inclusion Policy
- Interpret, explain, and implement federal and state labor laws and compliance requirements
- Continue to develop effective recruitment strategies across all levels of staffing needs
- Foster positive working relationships with collective bargaining units to ensure effective and consistent communications

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, collaborative leader with high integrity and strong communication and interpersonal skills necessary to create a working environment of trust, respect, and high performance. A team-builder with an inclusive management style is necessary to establish and provide strategic human resources programs focused on process improvement and best practices for current and future challenges. The successful candidate will be an effective coach and mentor, with the ability to provide staff training and career development. This is an excellent opportunity for a

customer-centric, employee -centric professional who can navigate employee relations to better meet the mission and vision of the district; and foster an atmosphere that speaks to developing relationships with management and employees.

Key attributes and characteristics:

- Demonstrated experience in producing independent research, compiling data and information, analyzing, organizing, and implementing initiatives, and maintaining confidentiality related to the full range of human resources programs
- Demonstrated experience in team engagement with process and customer service improvements, cross-training, training, and team performance
- Ability to foster the long-term learning or development of others by giving feedback, guidance, and support, identifying opportunities for building consensus for team options, decisions, and outcomes
- Demonstrates the continued ability to exercise sound judgment, discretion, impartiality, diplomatic demeanor, and professionalism
- Ethical, self-motivated, creative, adaptable, organizational skills, and is comfortable working in a dynamic fast paced environment
- Flexible and able to provide clear goals and expectations, while remaining agile as requirements require



QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or related field
- Seven (7) years of progressively responsible experience in human resources administration
- Two (2) years of experience in a supervisory capacity

Preferred:

- A background with a transit or public agency. Work experience with California compliance and legal requirements is ideal
- PHR or SPHR certificate
- Bilingual in English and Spanish

COMPENSATION PACKAGE

The salary range for this position is **\$120,000 - \$140,000**
DOQ/DOE

(A compensation study is being conducted currently to assess the current salary structure).

A comprehensive benefit package includes:

- Medical and Dental – \$40 employee contribution for up to full family coverage
- Vision – optional coverage
- 401(k) Retirement Plan – 10% employer contribution
- Life Insurance – \$50,000 coverage
- Holidays – 10 paid days per year
- Personal Days Off – 5 paid days per year
- Vacation – 80 hours after 1 year increasing to 200 hours after 20 years

- Sick leave – 80 hours accrued annually, no cap
- Employee Assistance Program (EAP)
- MTD bus pass including spouse and dependent children

APPLICATION AND RECRUITMENT PROCESS

This position will be open until filled.

MTD is looking to fill as soon as possible.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/director-of-human-resources-and-risk/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Koff & Associates

A Gallagher Company

Frank Rojas

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Website: <https://koffassociates.com>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to MTD. MTD will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



The Santa Barbara MTD is an Equal Opportunity Employer and Drug Free Workplace. MTD has established a policy and practice of recruiting, hiring, training, and promoting for all job classifications within MTD without regard to races, color, creed, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or any other protected class or consideration made unlawful by federal, state or local laws.