Koff & Associates
A Gallagher Company

San Mateo County
TRANSIT DISTRICT

Manager, Human Resources

THE SAN MATEO COUNTY TRANSIT DISTRICT

The San Mateo County Transit District ('District') is the administrative body for the principal public transit and transportation programs in San Mateo County: SamTrans bus service, including Redi-Wheels paratransit service, Caltrain commuter rail and the San Mateo County Transportation Authority. Caltrain and the TA have contracted with the District to serve as their managing agency, under the direction of their boards of directors.

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To learn more about the 'District' please click here: www.smctd.com

THE POSITION

The Manager, Human Resources reports to the Director of Human Resources and is responsible for all programs relating to recruitment and selection, classification and compensation, benefits, leave management, employee retirement; and reward & recognition and wellness programs for the San Mateo County Transit District.

Key Essential Functions

➤ Oversee recruitment and selection strategies and programs to ensure the District's ability to attract talent acquisition and retention of qualified personnel.

➤ Oversee leave management functions including administration oversight of statutory leave entitlement, discretionary leave, workers compensation, and the interactive process.

➤ Oversee the administration of the classification process including creation of job descriptions and conducting classification studies; make recommendations to changes to policies and procedures in order to be responsive to the District's goals and competitive practices.

➤ Oversee the administration of wages and employee benefits programs.

➤ Oversee the employee reward & recognition and wellness programs.

➤ Responsible for leading customer service-based Human Resources strategies.

➤ Responsible for the establishment, maintenance, and security of personnel records and employee benefits files.

➤ Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties

➤ Oversee the talent acquisition strategies including recruitment and selection processes are performed consistent with policies, procedures, and applicable employment laws.

➤ Oversee strategies on successfully returning employees on long-term leaves to the workplace.

➤ Oversee the administration of wages and benefit plans, benefits billing, and payments. Report required plan changes and make recommendations on optional plan changes to Director, Human Resources.

➤ Oversee the administration of the District's Leave of Absence programs for Administrative and Collective Bargaining Unit personnel.

➤ Responsible for the administration of reclassification, salary equity review, compensation surveys and trend analysis; advise management on organizational design, workforce planning, contract interpretation and salary placement; promote strategic thinking and competitive, equitable and compliant practices.

- Oversee the employee total rewards programs including service and recognition awards, onboarding, wellness, and corporate philanthropy.
- Subject matter expert to employees and retirees concerning CalPERS retirement and other employee benefits.
- Responsible for the review and update of the HCM system as it pertains to core HR, recruitment, and benefits modules.
- Establish and maintain external working relationships with various contractors, consultants, insurance providers and other contacts in the course of work.
- Provide regular reports to Director, Human Resources on all program metrics in areas of responsibility.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, 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.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative and collaborative leader, who is able to create and cultivate a culture of success and achievement. The successful candidate will be organized and effective in introducing and implementing ideas and strategies to utilize a changing workforce and workplace to provide better services for current and future challenges. Excellent communication and interpersonal skills are necessary to build strong business relationships with staff, leadership, and business partners. This is an excellent opportunity for a customer-centric, employee-centric professional who can navigate human resources to better meet the mission and vison of the District; and foster an atmosphere that speaks to developing relationships with employees and management.

Key Attributes and Characteristics

- A manager who is able to establish confidence, trust, credibility, and consistency for his/herself as well as the Human Resources department.
- Solid business acumen with teambuilding skills based on a foundation of responsibility, accountability, and empathy.
- A skill set in organizational and staff assessment, improvement, and creating efficiencies and best practices.
- A staff mentor and coach who fosters professional development of staff through the identification of on-the-job and other development opportunities to help people become more effective.
- Be flexible with the ability to provide clear goals and expectations, while remaining agile as requirements require.

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 Resources Management, Business Administration, or closely related field.
- Six (6) years of full-time professional management level experience in one or more human resources program administration in talent acquisition, benefits including leave of absence, and/or classification and compensation in public sector environment.
- Three (3) years of experience in supervising professional and technical personnel.
- Must have experience with an automated HCM system including Human Resources Information Systems (PeopleSoft desirable).

Preferred Qualifications:

- Knowledge and experience with California Public Employer's Retirement System (CalPERS).
- Experience in administration of Leave of Absence program in a union and non-union environment.

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COMPENSATION AND BENEFITS

The salary range for the Manager, Human Resources is $134,739 - $202,108 DOE/DOQ.

To view the full benefits package, click here:
https://www.smctd.com/jobs.html#benefits

APPLICATION AND RECRUITMENT PROCESS

The final filing date is December 24, 2021.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will <u>not</u> be contacted in the early stages of the recruitment) to: https://koffassociates.com/manager-human-resources/

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

Frank Rojas
Phone (510) 495-0448
frojas@koffassociates.com
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 the District. The District 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.