



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Human Resources Analyst II**

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<b>SALARY:</b>	\$71,988.00 - \$100,776.00 Annually
<b>DEPARTMENT:</b>	Human Resources
<b>OPENING DATE:</b>	11/02/21
<b>CLOSING DATE:</b>	Continuous
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES.**

**This position will be primarily responsible for Recruitment/Selection and Classification/Compensation Processes and performing special projects.**

The purpose of this position is to provide analytical and technical support for a variety of human resources services, such as recruitment/selection, employee benefits, position control, leave administration, HRIS administration/payroll support, classification/compensation and modified/light duty programs. This is accomplished by coordinating recruitment/selection and/or benefit programs and activities, preparing documents and correspondence, tracking and reporting information, reviewing and analyzing the effect of laws, policies, procedures, CBA/MOU's and negotiations on the administration of human resource programs, preparing input on policies, procedures and forms for implementation and participating in special projects. Specific responsibilities depend upon assignment and incumbents may be cross-trained or reassigned as necessary.

### **EXAMPLES OF DUTIES:**

**Recruitment/Selection:** Coordinates the recruitment and selection processes by developing recruitment plan, identifying and scheduling applicable recruitment activities, outreach, interview panels, examinations and interviews. Review District's AAP to determine underutilization and research and identify relevant outreach targets. Conducts meetings with hiring authorities to review and recommend allocation of positions, staffing needs and recruitment strategies. Prepares interview questions, job postings and recruitment advertisements. Screens all application materials. Prepares, extends and negotiates employment offers. Develops and administers selection devices and processes such as interviews and questions, written tests and performance tests. Coordinates, plans, schedules and monitors pre-employment activities such as background investigations, physical exams, drug screen and reference checks. Responds to applicants' questions regarding recruitment processes and procedures. Researches and resolves issues related to recruitment activities.

**Employee Benefits:** Answers employees' questions regarding benefits eligibility and procedures. Explains and interprets District insurance programs and options for employees and

dependents. Administers the collection of enrollment forms to determine coverage. Interprets various group insurance plans, laws, rules, and regulations. Develops, maintains and monitors eligibility for the District's benefit programs. Corresponds with carriers regarding eligibility, rates discrepancies, and contract interpretations. Researches and resolves issues related to benefits activities. Administers the scheduling of new employee benefit employment orientations. Coordinates and administers a variety of additional benefits programs such as tuition reimbursement and long-term disability.

**Position Control:** Assists in the District's position control program ensuring that all necessary positions are tracked to ensure compliance with policies, procedures and internal processes. Coordinates with all departments impacted by position controls, ensuring they have accurate information necessary to complete all necessary internal/external reporting, processes and legal requirements. Ensures all surplus staffing is accounted for within the established guidelines and human resources process. Coordinates necessary issue papers to ensure all position control is updated in an accurately and timely manner and that all procedural requirements are met.

**Leave Administration:** In compliance with all State and Federal laws, provides information to employees, supervisors and management concerning leave of absences situations and compliance with FMLA, CFRA and all other statutory leaves. Consults with senior staff, legal representatives and other departments. Assists with leave tracking and leave times/balances.

**HRIS Administration/Payroll Support:** Performs the activities to support human resources, payroll and other inter-related functions. Fosters and maintains positive relationships with HRIS constituents, including senior management, and the HRIS customer base. Promotes proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Assists in the review, testing and implementation of HRIS system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrade or fix. Maintains HRIS system tables. Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws; performing scheduled activities and recommending solutions or alternate methods to meet requirements. Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.

**Classification/Compensation:** Completes benchmark compensation analysis studies. Researches, collects and compiles data regarding salaries and benefits structures to determine appropriateness of salaries and benefits. Interprets and administers compensation policies, ordinances and provisions of labor contracts. Reviews, interprets and processes requests to implement various pay programs including differentials and premiums. Plans, organizes and coordinates various projects, programs and services involving diverse administrative operations; Administers projects by monitoring contract expiration dates, responding to contract inquiries, identifying project goals and desired outcomes, researching legal issues, obtaining necessary approvals, overseeing project implementation, reviewing and approving vendor invoices, and monitoring the processing of invoices to ensure vendors and contractors are paid in a timely manner. Participates in the evaluation and selection of project consultants, coordinating contract evaluation and selection processes, planning and coordinating project related meetings, recommending courses of action to adhere to project goals, and resolving unexpected project problems to address financing, scheduling, and methodology. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.

Compiles, analyzes and summarizes statistical information from a variety of sources and creates related reports. Creates and provides ad hoc reports as needed. Creates tables and queries as requested to maintain various Department databases. Creates templates and forms for the department. Troubleshoots department databases as required.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalencies of education and experience.*

**Education:** Bachelor's degree or equivalent in Human Resources Management, Business Administration, Public Administration, Organizational Development or related field.

**Experience:** A minimum of three (3) years of experience in recruitment/selection, benefits, leave administration, HRIS administration, classification/compensation or related field. Public sector experience is preferred.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education, as outlined above, is required for this position. Applications, job announcements, and the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates as applications are reviewed. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under Management and Confidential Employee Group (MCEG).**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00548IE  
HUMAN RESOURCES ANALYST II  
CW

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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**Human Resources Analyst II Supplemental Questionnaire**

- \* 1. Describe, in detail, your experience in the following areas of Human Resources. In your response, include the employer and number of years/months you performed the function. • Recruitment and Selection • Classification and Compensation • Position Control • Employee Benefits • Leave Administration • HRIS Administration/Payroll Support
  
- \* 2. Describe, in detail, your direct experience utilizing company policies, guidelines, rules, procedures, Collective Bargaining Agreements in your HR processes.
  
- \* 3. Describe, in detail, your knowledge and experience performing classification and compensation studies. In your response, include the employer and number of years/months you performed the function, what job classifications you've worked with, and what process you followed.
  
  
- \* Required Question