



Sacramento Regional Transit District
Human Resources Analyst II

SALARY	\$85,140.00 - \$119,172.00 Annually	LOCATION	2810 O Street Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2025-00112
DEPARTMENT	Human Resources	OPENING DATE	02/11/2025
CLOSING DATE	3/3/2025 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

This position will be primarily responsible for the Recruitment and Selection Processes and performing special projects.

The purpose of this position is to provide semi-complex responsibilities 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.

DISTINGUISHING CHARACTERISTICS

Incumbents perform the full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no immediate supervision. This classification is distinguished from the lower classification of Human Resources Analyst I in that the former performs the more routine entry-level analytical duties. The Human Resources Analyst II is distinguished from the higher-level classification of the Senior Human Resources Analyst in that the latter performs the most complex work.

Examples of Duties

- **Recruitment/Selection:** Coordinate the recruitment and selection processes by developing recruitment plan, identifying, and scheduling applicable recruitment activities, outreach, interview panelists, examinations and interviews. Review District's AAP to determine underutilization and research and identify relevant outreach targets. Conduct meetings with hiring authorities to review and recommend allocation of positions, staffing needs and recruitment strategies. Prepare interview questions, job postings and recruitment advertisements. Screen all

application materials. Prepare, extend, and negotiate employment offers. Develop and administer selection devices and processes such as interviews and questions, written tests and performance tests. Coordinate, plan, schedule, and monitor pre-employment activities such as background investigations, physical exams, drug screen and reference checks. Respond to applicants' questions regarding recruitment processes and procedures. Research and resolve issues related to recruitment activities.

- **Employee Benefits:** Answer employees' questions regarding benefits eligibility and procedures. Explain and interpret District insurance programs and options for employees and dependents. Administer the collection of enrollment forms to determine coverage. Interpret various group insurance plans, laws, rules, and regulations. Develop, maintain and monitor eligibility for the District's benefit programs. Correspond with carriers regarding eligibility, rate discrepancies, and contract interpretations. Research and resolve issues related to benefits activities. Administer the scheduling of new employee benefit employment orientations. Coordinate and administer a variety of additional benefits programs such as tuition reimbursement and long-term disability.
- **Position Control:** Assist in the District's position control program ensuring that all necessary positions are tracked to ensure compliance with policies, procedures, and internal processes. Coordinate with all departments impacted by position controls, ensuring they have accurate information necessary to complete all necessary internal/external reporting, processes, and legal requirements. Ensure all surplus staffing is accounted for within the established guidelines and human resources process. Coordinate 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. Consult with senior staff, legal representatives, and other departments. Assist with leave tracking and leave times/balances, examines employee files including work histories and other confidential records, and make recommendations regarding statutory leaves.
- **HRIS Administration/Payroll Support:** Perform the activities to support human resources, payroll, and other inter-related functions. Foster and maintain positive relationships with HRIS constituents, including senior management, and the HRIS customer base. Promote proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Assist in the review, testing and implementation of HRIS system upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain HRIS system tables. Provide 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. Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.
- **Classification/Compensation:** Complete benchmark compensation analysis studies. Research, collect, and compile data regarding salaries and benefits structures to determine appropriateness of salaries and benefits. Interpret and administer compensation policies, ordinances, and provisions of labor contracts. Review, interpret, and process requests to implement various pay programs including differentials and premiums.
- Plan, organize and coordinate various projects, programs and services involving diverse administrative operations; Administer 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. Participate 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. Assist 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.
- Coordinate contract arrangements with other organizations and private parties. Compile, analyze and summarize statistical information from a variety of sources and create related reports. Create and provide ad hoc reports as needed. Create tables and queries as requested to maintain various Department databases. Create templates and forms for the department. Troubleshoot 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 is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, March 3, 2025 at 11:59 p.m. 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 EOE Employer - Minorities/Women/Disabled/Veterans.

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

Employer

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Human Resources Analyst II Supplemental Questionnaire

*QUESTION 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

***QUESTION 2**

Describe, in detail, your direct experience utilizing company policies, guidelines, rules, procedures, Collective Bargaining Agreements in your HR processes.

***QUESTION 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