

JOB DESCRIPTION

Job Title: Chief People Officer

FLSA Status: Exempt

Salary Grade: 13

PURPOSE OF POSITION

The Chief People Officer will develop and lead the strategies and processes related to building and retaining an exceptional team of employees in alignment with the business strategy and goals of the organization, specifically in the areas of talent acquisition, diversity and inclusion, performance management, learning and development, new ways of working, and compensation and benefits. Serves as the SCRRRA Equal Employment Opportunity (EEO) Officer.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management
- Responsible for managing and monitoring the work performance of a division or department

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Provide overall leadership and guidance by overseeing talent acquisition, onboarding, career development, succession planning, retention, training, leadership development, performance management, compensation and benefits.
- Participate in the development of human resources policies and procedures, ensuring compliance with employment-related laws and regulations.
- Serve as a trusted strategic business partner and advisor to the CEO and the SCRRRA Executive Leadership Team regarding key organizational and management issues, while simultaneously serving as a change agent and leader in support of the strategic vision.
- Direct, develop and implement employer branding strategies to highlight the Authority as an employer of choice.
- Monitor, assess, and address employee and labor relations matters, including employee investigations, labor negotiations, and disciplinary actions.
- Oversee the strategic elements and hands-on implementation of diversity, equity, inclusion, and accessibility programs.
- Create and sustain a culture of employee engagement, fostering employee retention, and maximizing the employee lifecycle.
- Participate in the preparation, administration and monitoring of the HR and Administrative Services department budgets.



- Serve as the Authority’s designated EEO officer, with overall responsibility for developing, implementing and overseeing SCRRA’s EEO program and reporting EEO matters to the CEO.
- Develop strategic recruiting and retention plans to meet the staffing needs of the agency Including an equity lens and new ways of working.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- Direct the preparation and processing of all Board items in relation to department goals and objectives.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s degree in human resource management, business administration, public administration, industrial psychology, or related field.
- A minimum of ten (10) years of relevant human resources experience in a customer-focused organization with both represented and non-represented employees.
- A minimum of five (5) years’ experience in a senior HR leadership position supervising, directing, and leading management-level staff.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master’s Degree
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification
- Employee relations/labor relations experience, including negotiating and managing collective bargaining agreements.
- Proven ability to successfully develop, implement and evaluate diversity, equity, and inclusion programs.
- Experience in strategic planning, project management and change management.

Knowledge, Skills and Abilities

Knowledge of:

- HR principles and practices
- Employment-related laws and regulations

Skilled in:

- Judgment and discretion
- Analysis and problem-solving



- Microsoft Office Suite
- Collaboration, conflict resolution and consensus building
- Leadership, team building, and communication
- Time and project management

Ability to:

- Effectively interact, communicate, both orally and in writing, and facilitate discussion with employees at all levels of the organization
- Identify and address issues and concerns in a diplomatic, sensitive, and confidential manner.
- Maintain sound business relationships with union representatives
- Provide expert and sound advice on organization-wide issues
- Effectively deliver sensitive and complex information
- Promote inclusion in the workplace and reinforce the agency's position as an equal opportunity employer
- Effectively manage a diverse staff
- Analyze situations and recommend appropriate and effective solutions

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

WORKING CONDITIONS

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: June 2025

