

JOB DESCRIPTION

Job Title: Director, Human Resources

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Human Resources, leads a team that implements a wide range of HR and Administrative Services Programs including benefits, wellness, leaves of absence, workers' compensation, onboarding, offboarding, Equal Employment Opportunity (EEO), position control, HR reporting, HRIS administration, employee records, records management, mail management, office equipment/supply management, facilities maintenance (headquarters building), Public Records Requests, and agency-wide business travel.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the Chief People Officer (CPO)
- 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.

- Direct, develop, and implement the organizational (Department) strategic plan supporting SCRRRA business objectives.
- Develop, review, and update Human Resources policies and procedures, ensuring compliance with applicable laws, regulations, and best practices.
- Serve as a trusted business partner to the CPO and Executive Leadership Team to support the agency's strategic vision.
- Monitor, assess, and address department issues across the Authority.
- Participate in preparing, administering, and monitoring the Human Resources and Administrative Services budgets.
- Direct the preparation and processing of all Board Items in relation to department goals and objectives.
- Manage employee benefits programs, including working with brokers to determine marketing strategy, analyzing market trends/data and performance metrics, and recommending plan design and program enhancements to ensure a competitive benefits package while reducing liability whenever possible.
- Monitor vendor performance standards to ensure appropriate service levels are met, and issues are resolved.
- Coordinate and communicate all health benefits changes.
- Oversee the agency's annual Open Enrollment process, including preparing communications materials, setting up the Employee Self-Service portal, and creating content for the benefits pages on the agency's SharePoint site.
- Oversee the employee wellness program, including the annual health fair, virtual wellness site and lunch



& learn workshops and webinars.

- Oversee the leaves of absence and workers' compensation programs, ensuring compliance with applicable laws and regulations.
- Oversee the agency's Equal Employment Opportunity program, ensuring compliance with applicable laws and Federal Transit Administration (FTA) requirements and guidelines.
- Oversee the Public Records Request program.
- Manage administrative services programs, including overseeing office supplies, mail distribution, facilities maintenance (headquarters building), and agency-wide travel services.
- Oversee the Human Resources Information System (HRIS), including determining system needs, implementing upgrades and Employee Self-Service, handling security management, and setting up Open Enrollment and other profiles.
- Manage the onboarding and offboarding process, including process improvements.
- Ensure that the Conflict of Interest Code is amended as needed and employees in designated classifications file their Form 700 in accordance with regulatory requirements.
- Oversee HR reporting, including budget, HR metrics, audit, EEO, State Controller, Affordable Care Act, and other state and federal regulatory reports.
- Work with the HR leadership team on the HR strategy for addressing current and future business challenges impacting human capital.
- Ensure that the Budgeted Position Roster, Salary Resolution, Classification and Salary Plan EEO/AA program and other HR documents are prepared and maintained.
- Provide information and support for the FTA Triennial Review and other HR audits and ensuring that the findings are addressed and corrective action plans completed.
- 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 Business, Public Administration, Human Resources Management or related field.
- A minimum of ten (10) years of broad-based experience in Human Resources management.
- A minimum of five (5) years at the management level.
- 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

- SPHR (Senior Professional in HR) certification
- Master's Degree

Knowledge, Skills, and Abilities

Knowledge of:

- Relevant HR areas
- Current and future issues in HR
- Public employment laws and regulations



- Diversity and inclusion practices, promoting a positive and equitable work environment
- HR technology

Skilled In:

- Interpersonal relations
- Collaboration
- Conflict resolution
- Oral and written communication
- Time management and organization
- Strategic thinking
- Analyzing problems and recommending solutions

Ability to:

- Interact, communicate and facilitate discussion at all employee levels.
- Lead a team.
- Align HR practices with overall agency goals.
- Build and leverage mutually beneficial relationships and networks, both internal and external.
- Identify situations in which conflict is apparent, disguised or likely to develop.
- Manage significant cross-functional projects to ensure initiatives and timelines are met.
- Independently establish/meet goals and deadlines.
- Interpret data, analyze trends, and make informed decisions.
- Perform successfully in a fast-paced work environment with minimal supervision.
- Appropriately handle confidential issues.
- Prioritize tasks and projects to ensure timely delivery of multiple tasks required to be performed simultaneously.
- Create, develop and propose innovative, out of the box solutions to organizational issues.

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.

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