

JOB DESCRIPTION

Job Title: Human Resources Analyst I

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Human Resources Analyst will develop, implement, administer, and provide strategic support for human resources programs including recruitment, benefits, compensation, classification, leaves of absence, workers' compensation, wellness, employee engagement, learning and development, performance management, diversity, equity and inclusion, and labor and employee relations. This position also assists with a variety of agency-wide initiatives.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Human Resources Analyst series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management
- No formal supervisory responsibilities

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.

- Coordinate and conduct recruitment and selection activities by using an applicant tracking system and job-related valid screening techniques to conform to federal and state laws and regulations.
- Conduct classification and compensation studies and make recommendations, including job title, salary, and job description changes.
- Administer and educate employees on the Authority's benefit programs, including but not limited to group health and welfare, disability, and retirement.
- Develop a wide variety of employee engagement and recognition programs.
- Handle training administration by coordinating with vendors, scheduling and assembling training rooms, tracking participation, and generating reports.
- Analyze training needs through surveys, interviews with employees and managers, focus groups or consultation with instructors or vendors.
- Monitor budget by tracking expenditures to ensure that they do not exceed the contract amount.
- Provide logistical coordination and organize agency-wide meetings and special events, including scheduling and room setup.
- Organize and plan orientation and training for new and existing employees.
- Administer the agency's public records request program, including coordinating and tracking responses, drafting responses, and partnering with the legal department.



- Manage workers' compensation claims by educating employees on the process, monitoring performance of the third-party claim's administrator, assisting with the investigation of questionable cases, and assisting with return-to-work and ADA compliance programs.
- Administer leaves of absence programs, ensuring compliance with applicable laws and regulations (FMLA, CFRA, PDL, & ADA).
- Conduct investigations of complaints and grievances and make recommendations for disciplinary and other actions.
- Assist with labor negotiations, including compiling information, interpreting policy and procedures, and taking notes.
- Consult with and provide guidance to managers and employees on the interpretation of a Collective Bargaining Agreement between the SCRRRA and a recognized employee organization.
- Develop, review, and update Human Resources policies and procedures, ensuring compliance with applicable laws and regulations, and assist with the implementation agency-wide.
- Conduct research assignments, including gathering and analyzing data, generating system reports, and preparing recommendations for consideration by management.
- Maintain centralized databases, including the Human Resources Information System.
- 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 administration, public administration, industrial psychology or related field.
- A minimum of two (2) years of related human resources experience that demonstrates the ability to perform the duties of the position.
- 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; Master's Degree may be substituted for up to two years of work experience

Knowledge, Skills, and Abilities

Knowledge of:

- Organizational behavior
- HR principles and practices
- State and Federal Employment laws
- Employee benefits and related laws

Skilled In:

- Use of Microsoft Office
- Use of Human Resources Information System
- Use of learning management system
- Communication both verbally and in writing



- Time management

Ability to:

- Plan and organize tasks
- Understand and communicate with employees verbally and in writing
- Research and assess data and produce accurate reports
- Manage confidential data

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 25 lbs
- 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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