

JOB DESCRIPTION

Job Title: Human Resources Specialist

FLSA Status: Non-Exempt

Salary Grade: 5

PURPOSE OF POSITION

The Human Resources Specialist will handle a variety of personnel-related administrative duties. This position provides information and clerical support to the HR department and employees regarding human resources benefits, policies, processes, and procedures.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from departmental management/supervisory level roles.
- This position has 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.

- Enter new hires, terminations, benefit enrollments, benefit changes and employment status changes into HR Information System.
- Assist with data entry for various software applications and reports that are a work function for the department.
- Assist staff with basic support for log-ins, data entry, account updates, troubleshooting, running reports, customer inquiries and other duties.
- Provide payroll information by collecting time and attendance records.
- Provide secretarial support by entering, formatting and printing information, organizing work, answering the telephone and relaying messages.
- Review and/or processes purchase requisitions, invoices and check requests.
- Perform printing and photocopying as needed or as requested.
- Ensure office equipment is well maintained and orders repairs as needed.
- Receive and distributes incoming mail and ensures proper processing of outgoing mail.
- Establish and maintain department filing system. Performs filing and retrieves files as needed or as requested.
- Maintain, monitor, and coordinate the records retention program on behalf of the assigned department.
- Maintain monthly department calendar of projects, events and staff work schedules.
- Compose, type, format and/or distribute memos, reports and other correspondence.
- Set up meetings and conference calls, including notifying participants, locating and reserving sites and providing support materials and equipment.
- Prepare and distributes a variety of daily reports required for the department to operate efficiently.
- Assist in identifying and tracking materials and documents for projects.



- 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, human resources management, or any related field.
- A minimum of two (2) years of work experience in human resources.
- 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- General office practices and procedures.
- Quality control principles and practices.
- Safety and security procedures.
- Departmental policies and procedures.

Skilled in:

- Organization and time management.
- Attention to detail.
- Verbal and written communication.
- Interpersonal relations.
- Microsoft Office Suite specifically Word and Excel, spreadsheets, presentation and database application.

Ability to:

- Meet scheduled deadlines.
- Prioritize and handle multiple requests.
- Work independently and take initiative.
- Identify and resolve problems in a timely manner.
- Ability to maintain confidentiality.
- Adapt to changes in the work environment and manage competing demands.

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.

Last Updated: September 2025

