

JOB DESCRIPTION

Job Title: Manager I (Various)
Working Title: Manager I, Human Resources (*Recruitment*)
FLSA Status: Exempt
Salary Grade: 9

PURPOSE OF POSITION

The Manager I, Human Resources (Recruitment), is responsible for overseeing the recruitment process for a wide variety of positions in compliance with State and Federal laws and Metrolink practices. The Manager I will act as a business partner and provide strategic guidance, leadership, support, and vision to the management team, hiring managers, and the recruitment staff.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Manager (various) series. At this level, incumbents may independently represent the organization. May be responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

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.

- Work with the Chief People Officer and the recruitment team, on Metrolink's strategy for addressing current and future business challenges impacting human capital.
- Develop and implement recruitment and onboarding strategies for recruiting and retaining top caliber talent for Metrolink.
- Advance and continuously develop Metrolink's internship and Grads On Career Track programs.
- Work with the management human resources team to define staffing plans.
- Comply with federal, state, and local laws governing employment, including but not limited to, Equal Employment Opportunity (EEO) laws, Americans with Disabilities Act (ADA), Meyer-Millias Brown Act (MMBA), etc.
- Create programs and materials to communicate Human Resources policies and information internally and externally.
- Support the Chief People Officer and participate in building strategic plans to support Metrolink objectives.
- Attend job/career fairs.
- Administer special studies.
- Conduct research, formulate recommendations and prepare reports for presentation to Board of Directors, management, committees, and outside agencies.
- Ensure that projects/assignments within areas of specific responsibility are completed timely and within budget.



- Hire, supervise, train and coach staff. Provide leadership and vision for assigned staff. Set and measure performance expectations and goals that align with Metrolink’s strategic goals.
- Oversee and participate in other Human Resources functions as needed.
- 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 resources, business administration, public administration, industrial psychology, or related field.
- A minimum of four (4) years’ progressively responsible experience in Human Resources including employee classification and compensation, learning and development and/or performance management.
- 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

Knowledge, Skills, and Abilities

Knowledge of:

- Relevant current and future-focused issues in HR (recruitment, performance management, employee engagement, learning and development, benefits administration, etc.).
- Principles and practices of employee supervision and performance management.
- Principles, practices, laws, rules, and regulations related to Human Resources.
- Federal, state, and local laws governing employment, such as Affirmative Action, Equal Employment Opportunity (EEO) laws, Americans with Disabilities Act (ADA), and Meyer-Milias Brown Act (MMBA).
- Principles and practices of Diversity, Equity, Inclusion and Accommodation (DEI&A).

Skilled In:

- Use of Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Use of HRIS and other software systems.
- Presenting information appropriate to the audience.
- Oral and written communication.
- Leadership, team management and teambuilding.
- Interpersonal, negotiation, and conflict resolution.
- Organization, time management and attention to detail.
- Analysis and interpretation of data.

Ability to:

- Be results oriented with a high drive to meet objectives, balance multiple priorities, work and manage proactively within established time frames and meet preset deadlines.
- Establish and maintain effective working relationships.
- Compile, analyze and interpret complex data.
- Prepare comprehensive reports and correspondence.



- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Influence others to achieve a desired outcome by building relationships, finding common ground and gaining cooperation.
- Initiate innovative problem-solving strategies at all levels of the organization.
- Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources program.
- Analyze a variety of human resources issues and make sound recommendations.
- Prioritize tasks and delegate them when appropriate.
- Act with integrity, professionalism, and confidentiality.
- Portray credibility to management and staff in general.
- Effectively lead and develop staff.

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

