

JOB DESCRIPTION

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

PURPOSE OF POSITION

The Manager I, Human Resources, will identify needs, set the direction, and provide leadership for organizational development initiatives, including classification and compensation, leadership development, training, performance management, and diversity.

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.

- Manage and administer Metrolink's classification and compensation program, including making recommendations to adopt or eliminate classifications, reviewing and recommending classification and/or salary adjustments to reflect changes in internal equity and labor market conditions.
- Conduct and respond to salary surveys.
- Oversee consultants working on agency-wide classification and compensation study.
- Review and recommend approval/denial of staff requests for classification and/or compensation changes during the annual classification review process.
- Create and update job descriptions.
- Manage the agency-wide Learning Management System.
- Oversee the agency's performance management system and support the agency with performance planning and performance evaluations.
- Provide coaching and performance feedback to support employee development.
- Research and implement effective methods to educate and enhance employee performance.
- Develop, drive and implement training initiatives to address individual, departmental and agency-wide training needs.
- Design and deliver customized training programs using a variety of techniques including blended learning and adult learning principles to ensure efficient and effective knowledge transfer.
- Research training vendors to deliver off-the-shelf and customized training programs for individuals and groups.
- Collect, measure, and interpret training program evaluation data and recommend improvements.



- Develop and implement Grad on Career Track and Intern mentorship program.
- Develop collaborative relationships with senior leadership and managers to identify learning opportunities to close knowledge or performance gaps and to gather source content for learning curriculum.
- Oversee new hire orientation and other onboarding activities.
- Develop and oversee the training budget.
- Plan and oversee employee events and activities.
- Assist with employee and labor relations matters including employee investigations, labor negotiations, and disciplinary actions.
- 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.).
- Public employment laws and regulations.
- HR business processes and ability to communicate at the highest levels of the organization.
- All federal, state and local regulations and compliance requirements related to employee compensation.
- Principles and practices of employee supervision and performance management.
- Adult learning theory and most effective principles and practices of human resources program development and administration.
- Training technologies.

Skilled In:

- Strong presentation skills appropriate to the audience and confident, articulate, and clear communication skills with all levels of employees.
- HRIS and learning management systems or the ability to quickly learn the organizations software of choice.
- Verbal and written communication.
- Leadership and team management.



- Interpersonal, negotiation, and conflict resolution.
- Organization, time management and attention to detail.
- Analysis and interpretation of data.
- Microsoft Office Suite including Word, Excel and PowerPoint.

Ability to:

- 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 to delegate them when appropriate.
- Act with integrity, professionalism, and confidentiality.
- Portray credibility to management and experienced learners.
- Develop performance-based learning objectives.
- Establish and maintain effective working relationships.
- 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

