

JOB DESCRIPTION

Job Title: Senior Manager, Human Resources

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Human Resources, will lead a team that implements a wide range of HR Programs including benefits, HRIS, compensation, performance management, recruitment and selection and employee records.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level roles
- Responsible for managing and monitoring the work performance of a regular group of employees 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.

- Work collaboratively with other HR staff to develop, maintain and improve employee relations throughout the organization including the administration of a variety of employee relations programs including Employee Recognition, Service Pin, holiday party, awards banquet, bonus programs, Performance Planning and Appraisal Program, etc.
- Develop, recommend, administer and communicate benefits programs. Work with brokers and plan administrators, preparing all Board related items, coordinates all changes of information with payroll, benefit systems, carrier connections, Railroad Retirement, 401A and 457 Plan Administrators, etc.
- Provide cost analysis of benefit plans to ensure competitiveness in the marketplace and propose changes as necessary.
- Prepare and distributes open enrollment documents for all benefit plans and an annual summary of benefits.
- Implement and maintain Human Resources Information System. Establish and maintain security and controls, prepares, publishes and distributes a variety of reports on a consistent schedule and maintains records for EEO, LOA and other reporting requirements.
- Work with the HR leadership team on the HR strategy for addressing current and future business challenges impacting human capital.
- Provide direct support to HR leadership team on FTA Triennial Audit, EEO Programs, Budgeted Position Roster, Salary Resolution, Classification and Salary Plan, HR Policies and Procedures, CAFR documents, Board and Committee Reports and CALPERS required documents.
- Provide information for audits and prepares and supports audit reports requests.



- 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 eight (8) years of broad-based experience in Human Resources management.
- A minimum of five (5) of 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

- Senior Professional in HR (SPHR) certification
- 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.

Skilled in:

- Interpersonal relations.
- Verbal and written communication
- Time management and organization

Ability to:

- Build and leverage mutually beneficial relationships and networks, both internal and external
- Identify situations in which conflict is either apparent, disguised, or likely to develop
- Manage significant cross-functional projects to ensure initiatives and timelines are met
- Independently establish/meet goals and deadlines
- Produce reports, interpret data for benefits, compensation, and other similar HR Programs
- Perform successfully in a fast-paced work environment with minimal supervision
- Appropriately handle confidential issues, communication, and events
- Reassess and re-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 long standing and recognized 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 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: January 2026

