

## JOB DESCRIPTION

**Job Title:** Senior Manager, Talent Management

**FLSA Status:** Exempt

**Salary Grade:** 11A

### PURPOSE OF POSITION

The Senior Manager, Talent Development, will identify needs, set the direction and provide leadership for organization and talent development initiatives including change management, leadership development, diversity and business skill development. This is a comprehensive role with responsibility for designing and facilitating training programs tailored to the needs of specific business areas and associated systems and processes.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level management
- 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.*

- Responsible for managing all departmental services and activities.
- Lead the design and implementation of an agency-wide database of all SCRRRA training including professional business skills, safety and OSHA, FRA and SCRRRA compliance training.
- Manage the Learning & Development team including instructional design of relevant training initiatives, including customized learning interventions, schedule and facilitate training using a variety of techniques to ensure efficient and effective knowledge transfer.
- Establish performance objectives, learning outcomes, and assessment tools, utilizing established instructional theories and design principles.
- Design and deliver customized learning interventions based upon SCRRRA needs and requests.
- Provide coaching and performance feedback based upon SCRRRA needs and requests.
- Ensure classroom logistics such as materials, equipment, supplies, and systems are organized and functioning.
- Act as the subject matter expert (SME) in all programs supported and ensure that all training information is relevant and current.
- Participate in the preparation and administration of assigned program budget; monitor expenditures.
- Develop collaborative relationships with senior leadership, business line management, and subject matter experts to identify learning opportunities to close knowledge or performance gaps and to gather source content for learning curriculum.
- Develop and administer full cycle recruitment and onboarding strategy for recruiting and retaining talent for the Authority.



- Collaborate with SCRRA managers and various departments to accomplish organizational objectives.
- Monitor and evaluate staff, establish training needs within the department and ensure staff meets objectives and expectations are met.
- Monitor a variety of employee benefits, assistance, and wellness programs.
- 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, Instructional Design, or related field.
- A minimum of seven (7) years of experience in Human Resources management.
- A minimum of five (5) years of experience 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

- Master’s degree
- Training/behavioral assessment certification

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Adult Learning Theory
- Best practices and tools for effective coaching and conflict management
- Principles and practices of public administration, organization and management
- SCRRA’s operations and business processes

#### Skilled in:

- Use of Microsoft Office
- Use of Multi-media learning management systems
- Use of Applicant tracking systems
- Use of training and presentation equipment

#### Ability to:

- Train, manage and supervise staff
- Communicate effectively, and facilitate
- Think strategically
- Delegate responsibilities
- Manage and effectively organize time and materials
- Analyze data and trends
- Perform research
- Establish and maintain comprehensive classification and compensation plans



## 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

