



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Human Resources Manager/ Analyst

## HR22-04

### DEADLINE TO APPLY

The submission deadline for the first review of resumes is **July 31, 2022**. However, this recruitment will remain open until filled.

Candidates are encouraged to apply early in the process for optimal consideration.



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## THE OPPORTUNITY

Under the direction of the Director of Finance, the Human Resources Manager/Analyst will:

- Complete recruitments for all vacant positions, including preparing brochures, advertising jobs, scheduling and facilitating interviews and applicable testing, and performing reference checks; conduct onboarding procedures for new hires; implement employee initiatives including training, engagement, and other projects; and manage work of HR consultant;
- Monitor and stay abreast of local, state and federal labor and employment laws and update employee handbook policies as needed;
- Maintain HR employee files and records and update all HR documents, templates, and forms in accordance with local, state and federal guidelines as needed;
- Coordinate and manage employee performance evaluation process and paperwork.
- Oversee payroll and benefits functions including payroll processing, tracking paid time off, resolving annual open enrollment issues, managing flexible spending and health reimbursement arrangement accounts;
- Assist with budget development activities; and
- Perform other related work as required.

## THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.6 million, making it the second most populated county in the Bay Area.

## THE ORGANIZATION

Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.



## THE IDEAL CANDIDATE WILL HAVE:

- Thorough knowledge of human resources concepts, policies and procedures, employment practices, salary administration, training, and other areas of human resources.
- The ability to comprehend, interpret, and apply appropriate sections of applicable labor and employment laws, guidelines, regulations, ordinances, and policies.
- Excellent interpersonal and influencing skills to establish trust, credibility, and rapport at all levels of the organization while maintaining the highest degree of confidentiality.
- The capability to research human resources related issues, evaluate alternative solutions, make sound recommendations, and prepare and present effective staff reports.
- Knowledge of administrative principles and practices for goal setting, program development and implementation, and employee supervision, including work planning, assignment, review and evaluation, and training of staff.
- Experience with developing and updating budget information with a keen eye for details and the ability to analyze data.
- A desire to provide high level customer service dealing effectively and directly with vendors and Alameda CTC staff.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Coordinate with hiring managers and/or HR consultant to recruit employees for vacant positions, including updating job descriptions and brochures, placing advertisements, screening and disseminating candidate applications, scheduling interviews, administering testing, and performing reference checks; conduct new hire onboarding orientations and procedures; process all HR related paperwork for new hires and staff, and schedule exit interviews with departing staff.
- Work with HR consultant to implement employee initiatives such as training and engagement; provide support for salary surveys; maintain and update HR policies and procedures including working with HR consultant on policy revisions and clarifications, including all changes related to COVID-19 and return to work policy changes. Complete all COVID-19 reporting, as required.
- Monitor and stay abreast of changes in labor and employment policies including updates related to COVID-19 and implement changes as mandated by federal, state and local agencies.
- Maintain confidential HR employee files and records, and update all HR documents, templates, and forms in accordance with local, state and federal guidelines and changes.
- Oversee and review payroll activities including timesheet collection, data entry to third-party payroll processor, payroll journals, payroll data, and timesheet data, annual 1099 and W2 reporting, monitoring of staff paid time off, and tracking of employee flexible spending accounts (FSA) and retiree health reimbursement arrangement accounts, and assisting with troubleshooting and resolving any payroll issues or questions.
- Manage agency benefit programs including coordinating annual open enrollment and processing all benefit changes, reviewing and approving invoices for medical, dental, vision,



disability and group term life insurance accounts, and resolving any discrepancies immediately upon discovery, coordinating FSA programs for employees, verifying and submitting annual non-discrimination testing information to FSA plan administrator.

- Assist with various audits including the annual preliminary and final year-end audits by responding to inquiries, providing information and preparing and reconciling schedules.
- Assist with budget development and other Finance projects and tasks as needed.

## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in human resources, accounting, finance, business or public administration or a closely related field.
- Seven (7) years of increasingly responsible professional experience performing human resources functions, accounting functions, and financial analysis.

All employees are required to provide proof of COVID-19 vaccination and booster shot. Employees with an approved exemption for medical or religious reasons will be subject to weekly COVID-19 testing.

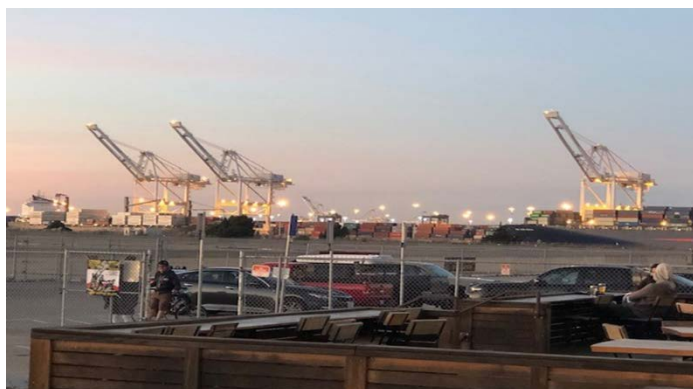


## COMPENSATION AND BENEFITS

The annual salary range\* is \$121,974 to \$158,567 depending on qualifications and experience.

Alameda County Transportation Commission offers a generous benefits package including:

- Cafeteria Plan which employees can use to choose the following:
  - Health, Dental, and Vision Insurance; and
  - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
  - Classic Member (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
  - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus two (2) floating holidays, per year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.



\*\* Please view the following information for the annual salary range effective July 1, 2022:

[https://www.alamedactc.org/wp-content/uploads/2021/11/8.2\\_COMM\\_Staff\\_and\\_Retiree\\_Benefits\\_2022\\_20211202.pdf](https://www.alamedactc.org/wp-content/uploads/2021/11/8.2_COMM_Staff_and_Retiree_Benefits_2022_20211202.pdf)

## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at:

<https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and application by email to [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org).

As an alternative, you can mail the completed application materials to:

**Attn: Recruitment**  
**Alameda CTC**  
**1111 Broadway, Suite 800**  
**Oakland, CA 94607**

**Incomplete applications will not be considered.**

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. The submission deadline for the first review of resumes is **July 31, 2022**.

Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



