



## Santa Clara Valley Transportation Authority

# Associate/Analyst Human Resources - DEI and Employee Engagement

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	CA 95134-1927, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	HR_DEI/EE_23
<b>DEPARTMENT</b>	Administrative Services	<b>DIVISION</b>	Human Resources Administration
<b>OPENING DATE</b>	07/17/2023	<b>CLOSING DATE</b>	7/31/2023 4:00 PM Pacific

## Job Description

### **About VTA**

*The Santa Clara Valley Transportation Authority employs more than 2,000 people dedicated to providing solutions that move Silicon Valley. Unique among transportation organizations in the San Francisco Bay Area, VTA is Santa Clara County's authority for transit development and operations (light rail and bus), congestion management, transportation-related funding, highway design and construction, real estate and transit-oriented development, and bicycle and pedestrian planning. With local, state, and federal partners, VTA works to innovate the way Silicon Valley moves and provide mobility solutions for all.*

*Santa Clara Valley Transportation Authority (VTA) is an independent special district that provides sustainable, accessible, community-focused, innovative, and environmentally responsible transportation options promoting the region's vitality. VTA provides bus, light rail, and paratransit services and participates as a funding partner in regional rail services, including Caltrain, Capital Corridor, and the Altamont Corridor Express*

*To learn more, go to: [vta.org](http://vta.org) Join our team as we innovate the Silicon Valley!*

### **A statement from Carolyn Gonot, General Manager of VTA, to VTA staff:**

*"Diversity, equity, and inclusion (DEI) is a priority at VTA. We embrace each of you as an individual, are committed to every individual's diversity being valued and accepted, we support employees being given equitable opportunities to thrive in their careers, and we embrace the inclusion of all backgrounds, cultures, and identities.*

*The standards of diversity, equity, and inclusion give us a powerful ability to move our work forward, while ensuring our employees have all that they need to feel supported and acknowledged, so they can thrive as part of the VTA family. Those standards also apply to how we engage and support our broader community, and how we treat our passengers, who may rely on our services, in many cases, as a lifeline. At VTA, we want to ensure opportunity and access for all."*

*VTA is an equal employment opportunity employer. VTA does not and will not tolerate discrimination against applicants or employees on the basis of age, ancestry, color, marital status, mental or physical disability, genetic information, national origin, immigration status, political affiliation, race, religion, creed, sex, gender identity, gender expression, sexual*

*orientation, pregnancy, medical condition, disabled veteran or veteran status, etc.*

### **Our Community**

Santa Clara County, sometimes referred to as “Silicon Valley”, is unique for its innovation, natural attractions, and social diversity. With numerous amenities and perfect weather, it has long been considered one of the best places in the United States to live and work. calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, streams, and beautiful coastal beaches. San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media, including Business Week and Money magazines.

The county’s population of 1.9 million is the largest in Northern California and is rich in ethnic culture and diversity. Enjoy access and the option to explore our closely neighboring counties of San Francisco and Alameda.

### **The Position (DOE):**

**Associate Human Resources Analyst: \$89,619.05 - \$118,297.08**

**Human Resources Analyst: \$103,735.85 - \$136,931.21**

This position is eligible for a hybrid telework schedule, typically working 40% remote and 60% onsite.

VTA is seeking well qualified candidates passionate about advancing equity and employee engagement in this DEI/Employee Engagement position. This position can either be at the Associate Analyst or Analyst level.

This non-represented position will split their job duties 50/50 under the direction of the units of Workforce Development and Employee Experience (WD/EX) and the Office of Civil Rights (OCR), both of whom report to VTA’s Chief People Officer. This position will support the equitable engagement of community and staff to ensure VTA values and priorities are developed.

### **Why join VTA?**

The WD/EX and OCR units have been expanding their teams to support the DEI, and employee engagement goals of VTA serving our employees and the public. Your passion and focused efforts will be a valued contribution to our success and continued progress.

We are an ever evolving organization, committed to developing and growing our talent!

Classification Bargaining Unit: Non-Represented

### **Essential Job Functions**

#### **We are looking for someone who is:**

- A self-starter motivated to be a change agent.
- Innovative and passionate about employee engagement, DEI initiatives and solutions.
- Energetic and skilled in their leadership and work style.
- A visionary and creative in collaboration and solution based problem solving.
- Strong with communications skills and successful in relationship building.

#### **What you would typically be responsible for:**

- Coordinate the implementation of DEI and engagement goals, initiatives, and priorities of VTA.
- Identify potential new programs and activities to foster diversity, equity and inclusion, including the identification and coordination of trainings.
- Work with departments to identify opportunities to improve engagement, and develop strategies to maintain and increase employee morale and community connections.
- Create surveys, collect, analyze, and synthesize data and formulate recommendations for priority areas around equity and engagement.
- Assist in development of communication materials related to employee engagement, and equity and inclusion programs and initiatives.

**A few challenges you might face in this job:**

- You will be expected to help develop goal-setting frameworks and trackable outcomes to gauge the success of employee engagement and DEI strategies and initiatives.
- Your work will involve accommodating traditional/non-traditional work schedules to provide consistent outreach and engagement to all staff, and inspiring, educating and collaborating with a variety of people who have varying levels of understanding of DEI initiatives and goals.
- You will be handling multiple tasks geared towards outreach, engagement planning, and equity awareness, with critical and competing deadlines.

**A few reasons you may love this job:**

- You will work with the WD/EX and OCR teams, which have a direct impact in shaping and developing VTA's employee engagement and DEI goals and initiatives, to make a positive difference within the agency, and throughout the community.
- You will work with people who are eager to collaborate, like to have fun, and are open to new ideas in progressing engagement and DEI initiatives.
- You will continually be provided with challenges and opportunities to keep your work fun and exciting.

**Minimum Qualifications****Experience and Training**

Volunteer, work, and lived experience is valued.

Interested applicants may only meet some of the requirements. We encourage applications from any person who believes they can thrive and grow within VTA.

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Associate Analyst:**

A bachelor's degree from an accredited college or university with major coursework in social work, public health, public policy, community advocacy and justice, human resources, or other field that includes an emphasis on social issues impacting marginalized communities

**Analyst:**

*The above plus two or more years of progressively more responsible professional experience in a local government or*

community-based organization, at least one of which include direct experience developing and/or coordinating employee engagement, and diversity, equity and inclusion programs.

## Supplemental Information

### Ability to:

- Follow oral and written directions;
- Use initiative and judgment within established guidelines;
- Maintain accurate records, files, and databases;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Meet deadlines;
- Communicate clearly and effectively, both orally and in writing;
- Consistently apply concepts, laws, methods, techniques, approaches and other guidelines of professional work in the human resources management field;
- Persuade, justify and project the consequences of decisions and/or recommendations;
- Take initiative, reason logically, and be creative in developing and introducing new ideas;
- Gather, analyze and present data;
- Analyze information, develop and evaluate alternatives and reach valid conclusions;
- Prepare reports and supporting recommendations;
- Operate a computer and perform standard word-processing, spreadsheet, database and human resources applications;
- May act as a "super user" for specialized computer applications.

### What's in it for you?

**Work/Life Balance:** 40-hour work weeks, and a flexible/hybrid remote schedule

**Health:** VTA participates in a CalPERS-sponsored medical plan with VTA contribution to employee and dependent premium health insurance premiums. Employees pay a monthly contribution of any amount in excess of the Kaiser Bay Area Family rate.

**Flex Spending Account:** \$300 employer-funded Health FSA for eligible employees

**Vision:** VSP full premium for employees and eligible dependents

**Dental:** Delta Dental full premium for employees and eligible dependents

**Mental Health Days:** 3 days: May 1, 2023 - June 30, 2024

**Leave:** 17 days vacation for the first year with an increasing amount for additional years of service, 80 hours sick leave/year with unlimited accumulation, 12 paid holidays per year, and 1 floating holiday per fiscal year (July-June).

### Retirement:

- Participation in CalPERS

o Classic Members: 2%@55

o PEPRAs Members: 2%@62

- 457 Deferred Compensation Plan (voluntary)

o 457 pre-tax

o 457 Roth

o Self-directed brokerage account option for qualifying employees

- Retiree medical coverage for eligible employees with VTA contributions to the retiree's medical premium

**Additional perks:**

- All active full-time employees and their eligible dependents are eligible for transit passes for use over VTA lines, including VTA Paratransit services.
- Employee Assistance Program (EAP) is available to each employee, eligible dependent, and household member, 24 hours a day, seven days a week.
- Tuition Reimbursement
- Professional Development Fund
- Wellness Programs

As we continue to implement our [VTA Forward Plan](#), we aim to strengthen and increase our workforce to take on future opportunities and challenges by elevating our people and our services. For more information about our VTA Forward Plan, visit: <https://www.vta.org/VTAForward>

**General Instructions**

Please read this entire job announcement before applying for the position. Print and keep a copy of this announcement so that you can refer to it. Questions not answered within this job announcement may be sent to [personnel@vta.org](mailto:personnel@vta.org).

To ensure consideration, completed applications must be submitted online to the Human Resources department by the stated closing time and date posted. When the stated closing date is "continuous," apply immediately; the position may close without notice.

You will receive an immediate email confirming receipt of your submitted application. If you do not receive this email, contact NEOGOV's Applicant Assistance Line at (855) 524-5627 between 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

Only on-line applications will be accepted for this recruitment (paper applications or resumes will not be accepted). Job Interest Notification Cards, or copies of previous, partial, or un-submitted applications, are not an acceptable substitute to a completed application.

**ALL APPLICATION AND TESTING NOTIFICATIONS WILL BE SENT BY E-MAIL.** Applicants should select e-mail as the preferred method of notification. Candidates must maintain an up-to-date, valid and reliable e-mail address. Candidates are also responsible for maintaining up-to-date phone numbers and addresses on their on-line account. Due to the number of applications received, candidates must check their application status through their on-line account. Contact NeoGov for assistance if needed.

Information on how to apply for jobs at the VTA is available on the VTA Employment website and from the NEOGOV's Applicant Assistance Line (855) 524-5627. NeoGov Applicant support is available from 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

**Americans with Disabilities Act Accommodations**

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities. If you wish to request an accommodation, please click [here](#) (Download PDF reader) (Download PDF reader).**

**Application Processing Information**

All related current and past work experience (including VTA experience) must be listed and fully described in the Work Experience section of the application ("See Resume" is not acceptable). Incomplete or improperly completed online

applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online application reflects the work experience and education needed to meet the requirements for the position you are applying for. Although your resume may have all your experience and education details, please make sure to complete each section of the online application to ensure that your information is accurately captured during our screening process.

Important: Proof of Education, either as a copy of a diploma or transcript, is required to verify all educational units listed on your application. Official transcripts are not necessary. Copies of diplomas, degrees, transcripts, or foreign transcript evaluations must be attached to the submitted application as a pdf.

Note: Failure to provide all of the required documents in the appropriate format (pdf ONLY), and properly labeled as shown in the example (for example: Smith\_J BS Diploma), will result in the application being rejected as incomplete. No exceptions will be made.

Note: Applicants holding degrees or credentials from outside the United States who are using these qualifications exclusively to qualify for a position are required to provide a foreign transcript evaluation as a pdf and properly labeled as shown above. Failure to provide a foreign transcript evaluation will result in the application being rejected as incomplete. No exceptions will be made.

All applications are subject to review as to meeting minimum qualifications at any point in the recruitment process. Passing any step is no guarantee of continuation if it is determined that the applicant does not meet the minimum qualifications as stated in the class specification.

Candidates found to have exaggerated/falsified their qualifications, experience, training, and/or education may be disqualified at any point in the recruitment process and may be denied future employment with the VTA.

If selected for the position, candidates will be required to complete a criminal conviction disclosure form. Candidates who successfully become VTA employees, and fail to disclose any of the criminal background information as required may be subject to discipline up to and including discharge.

Eligible Lists typically remain in effect for six (6) months. However, Human Resources may abolish Eligible Lists at any time during the six (6) month period. Human Resources may extend eligible Lists for up to two (2) years. Eligible Lists may be used for more than one recruitment. If you have questions related to an Eligible List you might be on or were on, you should contact Human Resources.

If you have questions regarding your status as an applicant for this position, please call the Human Resources Department at (408) 321-5575 or email at [Personnel@vta.org](mailto:Personnel@vta.org).

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**Agency**

Santa Clara Valley Transportation Authority

**Address**

3331 North First Street, Bldg. B-1

**Phone**

San Jose, California, 95134-1927

(408)321-5575

**Website**

<http://www.vta.org>

## Associate/Analyst Human Resources - DEI and Employee Engagement Supplemental Questionnaire

### \*QUESTION 1

I acknowledge that I have accurately entered my Work Experience and Education on the employment application, and I am aware these are required fields. If they are not completed, the application is considered incomplete, and I will be disqualified as an applicant for the position. Candidates found to have exaggerated/falsified any aspect of the application, including but not limited to: their qualifications, experience, training, and/or education may be disqualified at any point in the recruitment process and may be denied future employment with the VTA. **I have read this information and am aware of the importance of accurately entering in all Work Experience and Education on the employment application.**

Yes

No

### \*QUESTION 2

Please answer the supplemental questions thoroughly, clearly, and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process. **I have read this information and am aware of the importance of responses to the supplemental questions.**

Yes

No

### \*QUESTION 3

**Important: Proof of Education, either as a copy of a diploma or transcript, is required to verify all educational units listed on your application. Official transcripts are not necessary. Copies of diplomas, degrees, transcripts, or foreign transcript evaluations must be attached to the submitted application as a pdf. I have read this information and am aware of the requirement to submit proof of education as part of my submitted application.**

Yes

No

### QUESTION 4

Please provide your experience creating, implementing, or participating in DEI and/or employee engagement initiatives.

### QUESTION 5

Please describe you experience creating, implementing or facilitating presentations/trainings.

### QUESTION 6

**Please describe your experience coordinating or participating in events that promote employee engagement and/or community participation.**

\* Required Question