



Santa Clara Valley Transportation Authority Associate Human Resources Analyst - Recruitment

SALARY	\$89,619.05 - \$118,297.08 Annually	LOCATION	CA 95134-1927, CA
JOB TYPE	Full-Time	JOB NUMBER	HR_Recruitment_23
DEPARTMENT	Administrative Services	DIVISION	Human Resources Administration
OPENING DATE	07/17/2023	CLOSING DATE	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 Join our team as we innovate the Silicon Valley!

Human Resources is responsible for Bus and Light Rail Maintenance Training, Recruitment and Selection, including the Change of Classification process, Benefits for employees and retirees, Health and Wellness, Classification and Compensation, and Retirement Services, including support for the VTA's Deferred Compensation Committee and ATU's Board of Pensions.

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.

Position Highlights

Our new team members will enable us to implement our VTA Forward Plan and help us support 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>.

Associate Human Resources Analyst is the first working professional level in the Human Resources Analyst series. This level is characterized by duties that are primarily analytical in nature and include gathering and maintaining information, preparing reports, and making presentations. Incumbents may administer a sub-program or function.

What to Expect

New team members will join a specialized unit comprised of 4–6 employees responsible for performing work in a training capacity and, as their knowledge and skill increases, carrying out work assignments with some degree of independence. Positions may be assigned to one activity or may be assigned responsibility for a wide variety of activities. Incumbents perform continuing projects of a routine and limited scope.

Classification Bargaining Unit: Non-Represented

Essential Job Functions

Typical Tasks

Not all positions perform all duties and not all duties performed are listed. Duties performed vary depending on the area of assignment and within working level assigned.

- Assists in the administration of various human resources programs;
- Reviews and analyzes existing or proposed policies, procedures, systems, management and personnel activities, advises on their impact and makes recommendations for change;
- Develops and analyzes quantitative data for management control and evaluation purposes;
- Prepares and presents factual and statistical data and makes recommendations in written, graphic and oral form;
- Prepares reports, correspondence and a variety of written materials;
- Maintains accurate records, files and databases;
- Prepares job postings, advertisements and other recruitment materials;
- Screens applications for qualifications;
- Coordinates, designs and administers job-related selection procedures;
- Conducts a wide variety of analytical studies and surveys; makes recommendations and prepares reports on the findings of such studies and surveys;
- Prepares new or modified job analysis documents and class descriptions;
- Collects compensation and benefits data and prepares analyses and reports;
- Provides human resources information to employees and other organizations;
- Interprets and implements applicable rules, regulations, and procedures;
- Processes benefits claims and enrollments and assists employees in understanding benefits programs;
- Works with higher-level staff to compile material for grievances and arbitrations;
- Represents VTA at job fairs and other public events;
- Assists in performing wellness related activities;
- Assists in performing outreach to encourage participation by underrepresented groups;
- Assists in conducting investigations for grievances or challenges regarding employment accessibility and ADA programs;
- Assists in conducting analysis of employee work force in compliance with FTA affirmative action guidelines;

- Assists in working with benefits carriers to ensure proper administration of benefits contracts, correct payment of premiums and resolution of any service delivery issues;
- Performs related duties as assigned.

Minimum Qualifications

Employment Standards

Development of the required skills, knowledge, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree.

Supplemental Information

Knowledge of:

- Principles and practices of human resources administration, management analysis, organization, and communication;
- Standard office practices and procedures, including automated human resource and word/data processing systems;
- Filing and record keeping principles and procedures;
- Practices involved in effective office administration and management;
- Work processes necessary to obtain desired results in the assigned program of work;
- Methods and techniques of administrative research, analytical principles and techniques, report preparation and presentation.

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 PEPRA 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](https://www.vta.org/VTAForward), 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.

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.

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.

Agency

Santa Clara Valley Transportation Authority

Address

3331 North First Street, Bldg. B-1

San Jose, California, 95134-1927

Phone

(408)321-5575

Website<http://www.vta.org>

Associate Human Resources Analyst - Recruitment 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

Describe any experience you have had in handling situations involving conflict or confrontation. Describe your approach and the steps you take to resolve conflict or reduce confrontation.

QUESTION 5

Describe your experience with data reporting and data manipulation in Excel, including the use of pivot tables, v-lookups, charts, and graphs.

QUESTION 6

Describe a work or school assignment in which you had to collect and analyze information and formulate a recommendation. What kind of analytical process did you follow and what was the outcome?

QUESTION 7

Describe your education and experience related to Human Resources activities including job classification, recruitment & selection, health & wellness, and retirement services.

* Required Question