



Bay Area Rapid Transit

Invites applications for



Principal Personnel Analyst

Staffing & Compensation Unit
of the Human Resources Department

Pay Band 7: \$81,441—\$126,235/annually
(Initial salary offer will be \$81,441—\$106,000/annually based on
qualifications and experience)

Post Date: February 24, 2014
Close Date: March 7, 2014

An Equal Opportunity Employer - BART is an equal opportunity employer.
Women, minorities, and persons with disabilities are encouraged to apply.

THE DEPARTMENT

BART's Human Resources Department provides a full-range of personnel services to all operating departments within the BART system, including Benefits, Human Resources Information Systems (HRIS), Performance and Learning, Staffing & Compensation and Employee Services/Attendance Management.



THE POSITION

The San Francisco Bay Area Rapid Transit District (BART) is recruiting to fill a Principal Personnel Analyst position in the Staffing & Compensation Unit of the Human Resources Department. This position will assist the Human Resources Program Manager by assuming responsibility for leading, overseeing and coordinating the organization, operation and activities of the Staffing & Compensation Unit of the BART's Human Resources Department.

The Principal Personnel Analyst position will also be responsible for planning and providing oversight to assigned projects as well as playing a key role in identifying resource needs and opportunities for improving service delivery methods and procedures for the Staffing & Compensation Unit. Additionally, the position will be an integral part of a team that will assist the Department in moving beyond the current assigned structure and engage staff in framing their individual work goals more broadly. The Principal Personnel Analyst, together with the Human Resources Program Manager, will continue and expand the strategic and customer-focused orientation of the Department's Human Resources Programs with the active participation of staff in conceiving and implementing initiatives. This will require that the incumbent have the ability to work collaboratively and cohesively with a variety of stakeholders throughout the District.

Work is conducted primarily in an office setting. However, conditions may involve some travel to field sites and participation in meetings or events, which are conducted during the early mornings, evenings, or on the weekend. The incumbent must be willing and able to work when and where needed.

THE IDEAL CANDIDATE

In order to be successful in this position, the incumbent will need to be able to apply both knowledge of systems and generalist knowledge of principles of human resources administration, including recruitment, testing, selection, classification, compensation and other relevant programs, as well as demonstrate the ability to effectively utilize the knowledge and expertise of each team member, encourage collaboration, resolve conflicts, move team to consensus, and produce results in a timely manner. The incumbent is also expected to be proactive in seeking out ways and means to improve daily operations for the benefit of our clients, unit and/or department.

Therefore, the ideal candidate for this position will possess the following knowledge and skill beyond the minimum qualifications:

- Direct supervision and project supervision
- Strong project management skills
- Ability to establish and maintain productive and collaborative relationships with a variety of District stakeholders
- Strong team building/communication skills
- Excellent analytical and conflict resolution skills
- Working knowledge of laws, codes, regulations, requirements and administrative procedures related to relevant human resources program operations
- Ability to maintain strict confidentiality of sensitive matters
- Public sector experience and understanding of government structures, protocols, and policies

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in human resources, public administration, business administration, industrial relations, or organizational development, or a closely related field from an accredited college or university.

Experience: Four (4) years of (full-time equivalent) verifiable professional level experience in human resources programs.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

BAY AREA RAPID TRANSIT



A job at the San Francisco Bay Area Rapid Transit District (BART) offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,200 employees and an operating budget in excess of \$600 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 350,000 passengers throughout its 44 stations. BART, a wonderful career opportunity.

ESSENTIAL JOB FUNCTIONS

1) Plans, prioritizes, assigns, reviews and participates in the work of staff responsible for providing staffing and compensation needs throughout the District, ensuring work quality and adherence to established policies and procedures.



2) Monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.

3) Performs the most technical and complex tasks of the program including such tasks as specialized analysis and studies relating to Staffing and Compensation; represents the unit in responding to and resolving various concerns and issues.

4) Plans and provides oversight on assigned projects; identifies resource needs and opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.



5) Establishes and supervises methods of assuring data integrity within the Staffing and Compensation unit.

6) Prepares a variety of reports, presentations and documents for use by department and executive managers; ensures maintenance of accurate records and files.

BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system will receive the "legacy" retirement formula of 2% @55.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, Medicare contributions are made.

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS with a current monthly premium of \$132.01, increasing by 3% each January for the next 3 years. You pay nothing extra for dependents.

DENTAL BENEFITS

Principal Financial Group. \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500.

VISION BENEFITS

Vision Service Plan (VSP). Standard and enhanced plans available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year, accrued as a lump sum every July 1.

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Two times annual base salary. Optional life insurance can also be purchased.

DISABILITY BENEFITS

Long and short-term disability benefits are provided at no cost to employees.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation
Survivor Benefits

HOW TO APPLY

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at www.bart.gov/jobs, or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants must complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

Job ID: 4359

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



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