

# ***NOW HIRING.***

## ***Senior Human Resources Analyst***

*At the Mountain Transit Big Bear Lake Location.*



***Apply and Contact Us:***

[cstafford@staffordhrconsulting.com](mailto:cstafford@staffordhrconsulting.com)

**562-537-4055**

► Mountain Transit is an equal opportunity employer.



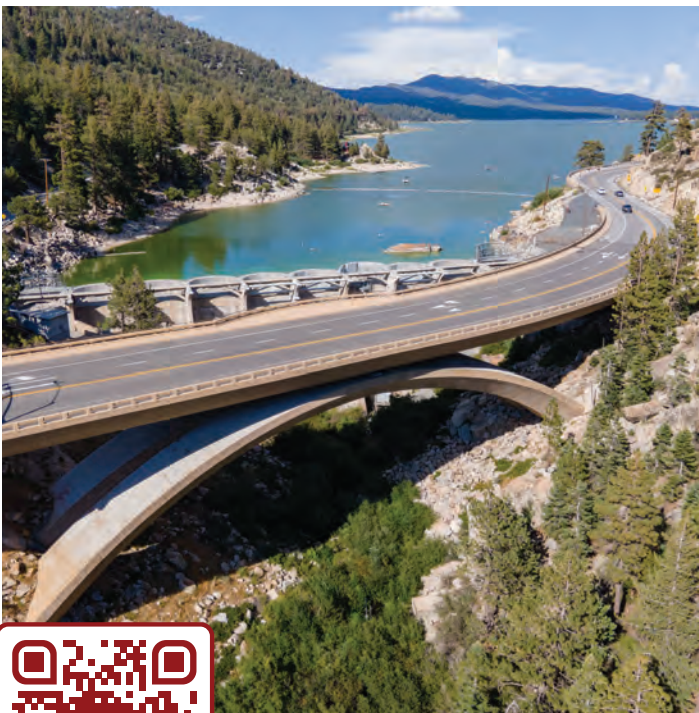
***mountaintransit.org***

Connect with us ► @sbmountaintransit



## ***Be Driven.***

Mountain Area Regional Transit Authority, a rural transit agency, was formed December of 1993 under a joint powers authority between the City of Big Bear Lake and San Bernardino County. Mountain Transit provides Fixed Route, Off-the-Mountain (OTM), and Premium Service throughout the rural San Bernardino Mountain communities of the Big Bear Valley, Crestline, Lake Arrowhead, and Running Springs. Off-the-Mountain commuter service connects these communities and the city of San Bernardino, making connections with Omnitrans, Metrolink, and other various stops. Mountain Transit operates Trolley service providing transportation between local restaurants, hotels, ski resorts, and shopping venues throughout the City of Big Bear Lake. Mountain Transit transports over 700,000 passengers yearly within a service area of 269 square miles. Peak transportation times are between December and March due to the holiday season and the winter snow activities on the mountains.



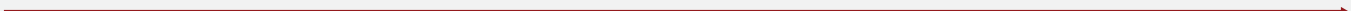
## ***Serving our communities first.***


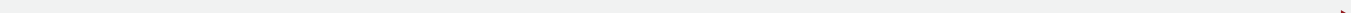


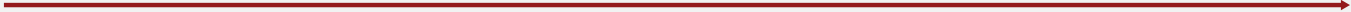
Reporting to the General Manager, the newly created Senior HR Analyst is charged with the task of managing all aspects of a full-service human resources program, including labor and employee relations, employee development, class and compensation, benefit program management and recruiting.

## ***How you will contribute to the team.***

- ▶ Develop a learning academy with hard and soft skill training courses for employees at all levels, with a particular focus on supervisory skills.  

- ▶ Create a comprehensive onboarding and offboarding program.  

- ▶ Ensure that the Agency's recruitment plan and efforts continue to meet demands through innovative solutions and approaches in a tightening labor market.  

- ▶ Implement creative employee engagement programs designed to maintain employee satisfaction, connection, and retention.  

- ▶ Create a comprehensive risk management strategy aimed at reducing the Agency's general liability and workers' compensation costs.  

- ▶ Resolve high-level employee compensation, benefit, and disciplinary issues.  

- ▶ Train and mentor staff and providing leadership with respect to succession planning.  




## ***Attributes and Principles***

The ideal candidate will embody the attributes of principled leadership and believe in our shared purpose to make Mountain Transit the best transit agency in the state and empower our team members to create a work environment based on values, ethics, commitment, honesty, involvement, and vision. The Senior HR Analyst will be an experienced HR practitioner with a demonstrated ability to provide strong leadership in a changing government environment. The successful candidate will possess strong analytical and interpersonal skills and serve as a valuable resource throughout the organization. A history of effective partnerships and problem-solving and the ability to fit well within a small but energetic and dedicated team are particularly important traits.

### ***Professional Attributes***

Along with the characteristics previously identified, the professional attributes and talent that most accurately define the new Senior HR Analyst include the following:

- ▶ Ethical with a high level of integrity and accountability.
- ▶ Self-motivated; does not require extensive direction or guidance.
- ▶ Dedicated to efficient and quality service.
- ▶ Direct communicator with superior interpersonal skills and an effective negotiator.
- ▶ Creative, strategic thinker.
- ▶ Displays enthusiasm and optimism regarding work and its challenges.
- ▶ Consistently exercises sound judgment.
- ▶ Extremely knowledgeable in public personnel laws, current HR best practices, and technological applications.
- ▶ Comfortable and capable of dealing with a diverse workforce.
- ▶ Flexible and capable of succeeding in a dynamic work environment.
- ▶ Have sound collaborative decision-making, judgement and diplomacy skills.
- ▶ Show empathy towards the community and colleagues.
- ▶ Have service mentality, respect for and sincere desire to help others with diverse backgrounds and experiences.
- ▶ Work collaboratively with team members to create and support a positive customer service environment.
- ▶ Demonstrate, promote and support a culture of diversity, equity, inclusion and belonging.

## Salary

***The Salary for the Senior HR Analyst is \$85,176 - \$132,136 Annually***

## Benefits

- ▶ Ten days (80 hours) of Vacation annually.
- ▶ Ten (10) paid Holidays annually.
- ▶ 5 (40 hours) paid Sick days.
- ▶ Health, Dental, & Vision coverage for an employee (\$75 monthly premium).  
You may purchase additional coverage for dependents.
- ▶ 457(b) retirement plan with a maximum 6% Mountain Transit match in a 401(a) plan.
- ▶ Annual increases upon presentation of successful performance.
- ▶ \$10,000 of group term life insurance



# ROLE REQUIREMENTS



Any combination of education and experience that provides the knowledge, skills and abilities necessary, such as:

- ▶ Graduation from an accredited four-year college or university with a degree in public administration, human resources, or related field.
- ▶ Five years of increasingly responsible generalist human resources experience.
- ▶ Experience in a transportation agency is desired but not required. A professional certification by SHRM or PSHRA is highly desired but not required.
- ▶ Valid Class C Driver's License or the ability to get from point to point.

## Application and Selection Process

This recruitment will be conducted on a confidential basis throughout the process. We will not contact references until mutual interest has been established. After we receive applications, we will invite only the most qualified candidates to interview. The position is "open" until a final selection has been made.

▶ Please send your resume and cover letter detailing your experience and background to:

***Cyndi Stafford***

***cstafford@staffordhrconsulting.com***

***Contact Cyndi Directly***

***562.537.4055***

