



Sacramento Regional Transit District
Labor Relations Analyst I

SALARY	\$65,616.00 - \$91,836.00 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2024-00323IE
DEPARTMENT	Labor Relations	OPENING DATE	07/09/2024
CLOSING DATE	7/22/2024 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

The purpose of this position is to provide analytical support to the Labor Relations department. This is accomplished under general supervision by providing analysis and support for labor and employee relations programs and activities, updating and maintaining various department databases, assisting with the coordination of District's safety and service awards program and preparing documents and correspondence, tracking and reporting information and reviewing and analyzing procedures and participating in special projects as assigned. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary.

Examples of Duties

Read, understand and interprets District policies and DOT/FTA regulations related to the drug and alcohol program. Assists in preparing required reports and correspondence. Assists staff with updating training materials. Responds appropriately to inquiries and provide program information as requested. Read, understand and interprets collective bargaining agreement provisions and applicable Federal and State regulations relating to labor and employee issues. Performs research as requested. Prepares, formats, edits and reviews reports, correspondence and other written materials. Assists staff to compile materials for grievances, arbitrations and unemployment claims. Provides general information to employees about labor and employee relations policies and processes.

Compiles, analyzes and summarizes statistical information from various department databases. Provides data analysis, reporting, and technical support by retrieving, compiling, analyzing, and summarizing statistical data from HRIS.

Determines eligibility of safety and service award recipients by analyzing HRIS data, calculating absences and researching and analyzing accident history. Creates summary report of award recipients. Assists with the coordination of the District's service and safety awards program by working with assigned labor relations staff, committee members or the event coordinator to plan the events. Coordinates and monitors activities on day of event. Interacts with other departments and vendors for the events.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Labor/Industrial Relations, Humanities, Mathematics, Statistics or a related field.

Experience: A minimum of one (1) year of experience in human resources, labor relations or a related field. Public sector experience is preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, July 22, 2024, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, please reference the Benefits tab. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Labor Relations Analyst I Supplemental Questionnaire

*QUESTION 1

Please describe, in detail, your professional experience in labor and employee relations. In your response, include the employer and number of years/months you performed the function.

*QUESTION 2

Please describe, in detail, your specific roles/responsibilities, performing the following. (In your response, include the employer and number of years/months you performed the function): • Interpretation and administration of collective bargaining agreements. • Compiling materials for grievances, arbitrations and unemployment claims. • Support in employee relations program areas, including labor relations, CBA administration and training.

***QUESTION 3**

Describe, in detail, your experience applying the terms and conditions of Collective Bargaining Agreements in your Human Resources/Labor Relations role(s). In your response, include the employer and number of years/months you performed the function.

* Required Question