



DIRECTOR OF HUMAN RESOURCES/SAFETY REGULATORY COMPLIANCE
\$8314.00 – \$12,332.00 PER MONTH PLUS GREAT BENEFITS
Apply Immediately - May be closed at any time without notice

THE JOB: Ride OMNITRANS to a satisfying Professional Career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This position reports to the CEO/GM and performs a wide variety of Executive Management functions in administering plans; developing programs and policies which include recruitment, compensation and benefits, Worker's Compensation (self-insured program), leave of absences, and negotiations with two unions. The HR/SRC Director is also responsible for management and oversight of the Safety and Security functions that includes planning, organizing, implementing, and administering occupational, environmental and industrial safety programs, security and risk management programs, and processes policies and procedures. Oversees security and emergency preparedness. This includes, but not limited to the following duties (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Administers, interprets, and implements personnel policies and procedures.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Develops, supervises, and administers the recruitment program; training and evaluation process; develops outreach programs to assure that EEO and Affirmative Action goals are met.
- Develops, updates, and monitors departmental goals, objectives, operating procedures and budgets.
- Oversees Agency programs related to safety, security, regulatory, environmental compliance, emergency planning/response, and disaster preparedness. Ensures all Agency facilities and transit system operations are in compliance with federal, state, and local safety, security, and emergency and disaster preparedness requirements and regulations.
- Oversees the performance of inspections of construction sites to ensure compliance with safety rules and regulations.
- Administers the compensation and benefits program to ensure internal and external equity. Analyzes wage and salary reports and market data to determine competitive compensation plan.
- Directs the administration of the Agency's self-insured Worker's Compensation Program.
- Advises management staff on the interpretation and application of personnel rules, problems, discipline, and employee rights.
- Monitors the performance of subordinate functional groups. Reviews status of projects, discusses obstacles, and agrees on a course of action with subordinate managers or staff.
- Audits and expedites insurance billings for all benefits programs.
- Participates in labor contract negotiations.
- Monitors on a scale the safety performance including rules and regulations compliance and corrective action.

THE REQUIREMENTS: A Master's Degree (MA) in Human Resources, Management, or a related field and five to ten years of experience and or training; or any equivalent combination of education and experience. This Individual will have knowledge of the in-depth operation of Human Resources information systems; implementation of union contracts, rule books and progressive disciplinary procedures; and basic accident, complaint and claims investigation procedures. The Candidate must be knowledgeable in current business operating systems, software, and programs. The Candidate will have the ability to effectively supervise, train, develop and motivate subordinates; plan and organize work assignments providing guidance for accuracy; coordinate staff in presenting alternatives to various compensation/benefits related issues; establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, vendors and the employees' labor unions; interpret and apply the provisions of employment related laws; must work well with others and directly supervise subordinate Managers, Analyst, and Leave Administrator. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to use hands to finger, handle or feel, and to reach with hands and arms. The employee is occasionally required to stand or walk. The employee must regularly lift and/or move up to 10 pounds and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and work experience as described on the fully completed application and supplement form. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test, 10 year work history and criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at: <http://www.omnitrans.org/business-and-employment/careers/>. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA or contact 909/379-7262.

EEO/AA including Protected Veterans and Individuals with Disabilities.



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Supplemental Questionnaire

Instructions: Please answer the following questions thoroughly and completely as they will be used to determine your qualifications for the position. Your response should be attached to your fully completed applications.

1. How many years of Management level Human Resources Experience do you have?
2. Please describe your experience in detail and include the Industries in which you worked as well as the areas of Human Resources you performed.
3. What level of Education have you accomplished and is it supplemented with any HR Certifications?
4. Have you had experience/exposure to Safety Regulatory Compliance functions?
5. Have you had experience in dealing with labor unions? If yes, have you participated in labor negotiations?
6. What level of positions have you supervised, directed, and evaluated?