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.
- Administrates 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.
DIRECTOR OF HUMAN RESOURCES/SAFETY REGULATORY COMPLIANCE
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?