



HUMAN RESOURCES SPECIALIST

\$4,773.00 – \$6,665.00 PER MONTH PLUS GREAT BENEFITS

Apply Immediately - Recruitment 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 performs a wide variety of professional, administrative, analytical, and coordination duties in support of Human Resources functions and programs. This Individual must be ready for a fast pace position in managing high volume full life-cycle recruitment and selection processes, including initiating and conducting recruitment strategy; developing job announcements and advertising plans, promotion on social media, local, regional, and national job boards as appropriate; evaluating applicant qualifications for employment; written/performance assessments and one-on-one as well as panel interviewing. This position serves a dual role as the Agency's FTA certified Drug and Alcohol Program Manager in administering the random drug and alcohol screening program; including FTA reporting and training; working closely with CHP and FTA during State and Federal Audits. 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):

- o Administers the Agency's random drug and alcohol screening program; including annual FTA and CHP reporting and auditing;
- o Discusses personnel needs with department Directors/Managers/Supervisors to prepare and implement the recruitment process;
- o Creates and updates job announcements. Places advertisements in newspapers and professional publications and social media;
- o Provides information on Agency facilities and job opportunities to potential applicants;
- o Arranges pre-placement physicals, performs reference and background checks on applicants;
- o Screens applications; tests, interviews applicants to obtain work history, education, training, job skills, and salary requirement;
- o Represents the Agency at job fairs;
- o Coordinates New Employee Orientation, and mandatory Substance Abuse, Title VI, as well as Gym Training;
- o Work closely with contracted firms that provide back-ground/criminal investigations; medical evaluation and drug/alcohol testing; pre-assessment evaluation of Candidates' ability to perform the physical essential job functions; as well as Temporary Services. This includes participating in the RFP process and being listed as the Program Manager/Contact;
- o Ensures accuracy, thoroughness and timely completion of reports and compliance with policies, standards and legal requirements; and
- o Scheduled Reasonable Suspension and Post-Accident training with an outside Consultant

THE REQUIREMENTS: The Candidate selected will possess Bachelor's degree (B.A.) from a four-year college or university and three to five years of related experience and/or training; or an equivalent combination of education and experience. Knowledge of FTA DOT substance abuse regulations is desired. The Candidate must be knowledgeable in current business operating systems, software, and programs. The perfect Candidate will have the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; write reports, business correspondence and procedure manuals; effectively present information and respond to questions from groups of managers, clients, employees, customers and the general public; and learn to utilize the HR information system. This individual will also possess the work knowledge of applicable state and federal laws, including EEO, Affirmative Action, personnel records, employment laws and regulations; FTA as well as DOT knowledge on substance abuse regulations; establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, and vendors; knowledge of and ability to apply the provisions of employment related laws; and must work well with others. 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 regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close 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/>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. 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.



HUMAN RESOURCES SPECIALIST – 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 direct recruiting (sourcing and interviewing) do you have?
2. Please describe your experience in detail and include the Industries you recruited in as well as the types of positions for which you recruited and filled.
3. You will be recruiting in a high volume environment. Please describe what your experience working with high volume and diverse recruitments.
4. Please define “full-cycle” recruiting and outline your applicable experience performing this type of work.
5. How many years of experience do you have making hiring decisions that are in compliance with legal and regulatory guidelines?
6. Please describe your experience making hiring decisions for organizations.