



Bay Area Rapid Transit

Invites applications for



Principal Personnel Analyst

Employee Assistance/Attendance Management
(Workers' Compensation)

Division of the Human Resources Department

Pay Band 7: \$81,441—\$126,235/annually

(Initial salary offer will be \$81,441—\$103,838/annually based on
qualifications and experience)

Post Date: May 13, 2013

Close Date: Immediate Consideration, Posting Can Close at Anytime

An Equal Opportunity Employer - BART is an equal opportunity employer.
Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs

THE DEPARTMENT

BART's Human Resources Department provides a full-range of personnel services to all operating departments within the BART system, including Benefits, Human Resources Information Systems, Performance and Learning, Staffing & Compensation and Employee Assistance/Attendance Management/Worker's Compensation Administration.



THE POSITION

The Human Resources Department is recruiting to fill a Principal Personnel Analyst position in the Employee Assistance/Attendance Management Unit. This position will assist the Human Resources Program Manager in developing, monitoring and maintaining a significantly expanded attendance risk management program in the District's Human Resources Department.

The Principal Personnel Analyst position will be responsible for assisting with the oversight of the Worker's Compensation and Disability management programs, including providing coordination with agency accident prevention and ergonomic programs, procedural monitoring and intervention in long term absences, and early return to work programs. The incumbent will also be responsible for administering the District's drug and alcohol testing, rehabilitation and employee assistance programs. While the initial assignment for this position is related to the Employee Assistance/Attendance Management program, a Principal Personnel Analyst can be assigned to additional or different functional areas or projects based on the needs of the Department at any time.

In order to be successful in this position, the incumbent will need to apply both knowledge of systems and generalist knowledge of human resources and workers compensation programs, as well as demonstrate the ability to effectively utilize the knowledge and expertise of each team member, encourage collaboration, resolve conflicts, move team to consensus, and produce results in a timely manner. The incumbent is also expected to be proactive and seek out ways and means to improve daily operations for the benefit of our clients, unit or department.

Work is conducted primarily in an office setting. However, conditions may involve some travel to field sites and participation in meetings or events, which are conducted during the early mornings, evenings, or on the weekend. The incumbent must be willing and able to work when and where needed.

THE IDEAL CANDIDATE

The ideal candidate for this position will possess the following knowledge and skill beyond the minimum qualifications:

- Strong project management skills
- Strong team building/communication skills
- Excellent analytical and conflict resolution skills
- Working knowledge of laws, codes, regulations, requirements and administrative procedures related to leaves, disability, workers' compensation and drug/alcohol testing program operations.
- Ability to maintain strict confidentiality of sensitive matters
- Public sector experience and understanding of government structures, protocols, and policies
- Direct supervision and project supervision

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in human resources, public administration, business administration, industrial relations, organizational development, or a closely related field from an accredited college or university.

Experience: Four (4) years of (full-time equivalent) verifiable professional level experience in human resources programs.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.



BAY AREA RAPID TRANSIT



A job at the San Francisco Bay Area Rapid Transit District (BART) offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,200 employees and an operating budget in excess of \$600 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 350,000 passengers throughout its 44 stations. BART, a wonderful career opportunity.

ESSENTIAL JOB FUNCTIONS

1) Plans, prioritizes, assigns, reviews and participates in the work of staff responsible for providing human resources services, ensuring work quality and adherence to established policies and procedures.



2) Assists in overseeing and coordinating the organization, operations and activities for the Employee Assistance/Attendance Management division including the oversight of the attendance management unit, including the claims unit responsible for the administration of disability claims and oversight of the Third Party Administrator for Worker's Compensation claims.

3) Provides analysis of loss information to proactively identify trends and prevent/mitigate future losses as well to assist operations with the development of key safety and claims performance metrics which provide management and reporting tools to derive cost containment strategies.

4) Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.



5) Monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.

6) Performs the most technical and complex tasks of the Employee Assistance and attendance management program including, such tasks as specialized analyses of employee assistance; represents the unit in responding to and resolving various concerns and issues.

7) Plans and provides oversight on assigned projects; identifies resource needs and opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.

8) Oversees performance of or develops studies and surveys, including determining the scope of study and collection and analysis of data; finalizes written recommendations on results.

9) Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

10) Prepares a variety of reports, presentations and documents for use by department and executive managers; ensures maintenance of accurate records and files.

11) Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner; may act as assigned human resources expert witness in legal actions.

BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system will receive the former retirement formula of 2% @55.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, Medicare contributions are made.

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS with a current monthly premium of \$92.24. You pay nothing extra for dependents.

DENTAL BENEFITS

Principal Financial Group. \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500.

VISION BENEFITS

Vision Service Plan (VSP). Standard and enhanced plans available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Two times annual base salary. Optional life insurance can also be purchased.

DISABILITY BENEFITS

Long and short-term disability benefits are provided at no cost to employees.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation
Survivor Benefits

HOW TO APPLY

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at www.bart.gov/jobs, or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants must complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



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