



**EMPLOYMENT OPPORTUNITY**  
**Valley Metro RPTA**  
**Senior Human Resources Generalist**

*An Equal Opportunity Employer*

**SALARY**

\$67,100.00 - \$100,651.00 Annually

**FLSA:** Exempt position, not eligible for overtime compensation.

**SUMMARY:**

Valley Metro is seeking a Senior Human Resources Generalist to join the HR Team. Position performs advanced-level professional work across multiple human resource functions including but not limited to classification and compensation, employee relations, recruitment, employee benefits, succession planning, employee engagement, and training. Independently conducts projects/studies or provides team project leadership for professional or technical staff.

As a member of the Valley Metro's Human Resources team, demonstrates the Agency's Core Values of Whatever It Takes, Team Player and Positive Customer Care/Service in performance of daily duties.

**MINIMUM QUALIFICATIONS & REQUIREMENTS**

***Human Resources reserves the right to call only the most qualified applicants to the selection process.***

Bachelor's Degree in Human Resource Management, Business Administration or a related field and five (5) years of full-time professional experience in human resources with experience spanning multiple human resource disciplines; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above.

Licenses and Certifications:

Certification as a Professional in Human Resources (PHR) from the Human Resource Certification Institute or Society for Human Resource Management (SHRM) is desirable

Background Investigation:

Employment is contingent upon the results of a background check.

**EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS**

**The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.**

Performs advanced-level professional human resources duties and serves as cross-functional HR business partner.

Provides counsel, direction, and information to executives, management, supervisors, and employees pertaining to area(s) of assignment.

Plans, organizes, researches, and evaluates programs and participates in activities related to classification and compensation, recruitment/staffing, employee benefits, human resources compliance, succession planning, employee relations and employee engagement, human resource information systems, and training.

Coordinates and helps execute the strategic objectives of the human resources department; assists in developing goals, objectives, and performance metrics; evaluates programs and projects and recommends policy and procedure changes to improve effectiveness.

Collects and analyzes statistical data; prepares a variety of correspondence, documents, and compliance reports; presents findings and recommendations; implements approved actions.

Participates in compensation research and administration to ensure internal and external equity; conducts position classification, wage, and salary surveys; performs position audits, organizes, researches, and analyzes data and informational sources for classification definitions and makes recommendations for appropriate allocations of positions.

Assists in the strategic planning and administration of agency's benefits and wellness programs, responsible for the formulation, implementation evaluation and monitoring of benefits.

Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May provide input into the department's budget process.

Collaborates with supervisors and managers on personnel matters including policy understanding and adherence, employee discipline, termination, and performance improvement; recommends and approves courses of action; drafts disciplinary documentation or reviews management disciplinary documentation.

Supports the HR team with Oracle HCM system and may instruct others in system procedures.

Confers with management to assess needs, solve problems, explain services, and interpret policies, procedures, laws, and regulations;

Participates in development and delivery of agency performance management process; assists managers and supervisors with drafting language and setting performance standards.

Assists and advises departments in recruitment and selection of employees. Develops or assists in the development of recruitment strategies and materials, selection instruments and techniques, qualifications sought, selection criteria, scoring techniques, participants in the process.

May develop and present training to support new-hire orientation, emerging leader or other specific human resource topics as needed.

Attend meetings outside of normal working hours.

Performs other duties of similar nature and level as assigned.

**Knowledge of:**

Project management principles.

Principles and practices of human resource management and administration

HR metrics and lean management principles

Research and data analysis methods and techniques  
Principles and practices of recruitment, selection, benefits, classification, compensation, and employee relations  
Report writing techniques in order to prepare accurate, comprehensive and detailed reports  
Principles of conflict management and resolution  
Applicable federal and state laws, rules, and regulations  
Computer software programs required to operate effectively (Microsoft Word, PowerPoint, Excel and Human Resource Information Systems)

**Skill in:**

Interpreting, applying, and explaining applicable laws, codes, and regulations  
Independently performing complex professional personnel work in the area(s) to which assigned  
Must have a high level of interpersonal skills to handle sensitive and confidential situations  
Demonstrating a consultative approach to problem solving, ensuring compliance to organization practices and state and federal employment laws.  
Multiple human resources disciplines  
Making effective oral presentations to large and small groups.  
Preparing clear and concise reports, correspondence, and other written materials  
Developing and implementing HR programs and projects  
Presenting ideas clearly, accurately, logically, and persuasively, both orally and in writing;  
Using computers and related software applications (Word, Excel and PowerPoint and Human Resource Information Systems)  
Establishing and maintaining effective work relationships with staff, coworkers, and the public;

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

**Physical Demands:**

Mobility to work in a typical office setting, use standard office equipment, and be capable of traveling to and from various agency locations by automobile or other mode of transportation to attend meetings and visit work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.