



MONTEREY-SALINAS TRANSIT

Human Resources Generalist

Salary: \$20.53 - \$27.77 (Hourly / Non-exempt)
Excellent benefits

Posting Date: June 14, 2010
Filing Deadline: Open until filled

JOB SUMMARY

Reporting to the Director of Human Resources, performs professional level human resources work in one or more of the following areas of activity: recruitment and selection, classification, salary administration, employee relations, labor relations, workers' compensation administration and departmental human resources programs.

ESSENTIAL FUNCTIONS

Assists in monitoring workers' compensation cases from inception to final disposition. Review, analyze, interpret and apply collective bargaining agreements, rules and procedures for all laws and regulations, reflecting personnel actions, research and process changes, provide staff HRIS support. Conduct recruitment and testing activities; responds to inquiries regarding job opening and recruitment status. Act as liaison with other MST departments. Maintain confidential materials, records, files and other privileged information; initiates, composes and types memos, correspondence and statistical and narrative reports. Assists in the development and maintenance of HRIS and payroll databases; and performs other related duties as assigned.

KNOWLEDGE & ABILITY

Principles and practices of human resource program administration. Practical application of computers and peripheral equipment; EEO/AA and related labor relations including collective bargaining agreements, and employment laws and regulations. Prioritize and deal with conflicting workload requirements. Handle all internal/external contacts with courtesy, diplomacy and tact. Read, analyze, and interpret MST policies, contracts, professional journals, technical publications and government regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups, managers, customers and the general public. Learn system processes related to department and job. Speak clearly and communicate message to appropriate individuals.

SKILLS

Advanced word processing, spreadsheet, presentation and database software. Specialized software related to functional area.

MINIMUM QUALIFICATIONS & REQUIREMENTS

Bachelor's degree (B. A.) from four-year college or university in Business Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field; or five years related experience and/or training; or equivalent combination of education and experience in the Human Resources Information Systems, benefits administration and/or human resources generalist work.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Office, One Ryan Ranch Road, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; by calling the Job Hotline, (831) 393-8188 or by visiting MST online at <http://www.mst.org>. **SUBMIT COMPLETED**

APPLICATIONS TO: Monterey-Salinas Transit, Attn. Human Resources, One Ryan Ranch Road, Monterey, CA 93940. **Applications must be submitted with a DMV printout form H6 or K4. Resumes will not be accepted in lieu of a completed application.**

ADA

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER