

**May 2, 2022****RECRUITMENT ANNOUNCEMENT  
HUMAN RESOURCES GENERALIST****POSITION PAY RANGE:  
\$62,441.31 - \$89,026.37  
PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

**About the Role**

Under the leadership of the Chief Human Resources Officer, this role will offer a broad range of exposure to human resources functions and be pivotal in creating a positive center of influence within the organization. From hiring to talent development and from performance appraisals to employee relations investigations, this role will be far from one-dimensional. You will undertake a wide range of tasks such as implementing a new Enterprise Resource Planning system (ERP), designing an intern program, and taking steps to weave Diversity, Equity and Inclusion into the very fabric of our culture. If you have a passion for HR, are familiar with labor law, and are excited about further developing your HR skillset, this is the place to be.

## **How You Will Make an Impact**

- Proven experience partnering with and influencing leadership teams in areas of change management and cultural transformation.
- Resolves employee relations issues through counseling on conflict resolution, performance coaching, disciplinary action, and termination. Additional employee relations responsibilities include conducting investigations with clear documentation and follow-through. Responds to EEOC / legal claims.
- Leads employee engagement activities, including workplace surveys and recognition events. Seeks out creative methods of increasing employee retention, raising morale, and improving organizational culture.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay, paid time off, and teleworking programs to ensure the organization attracts and retains top talent.
- Partners with leaders to facilitate an objective, merit-based performance appraisal process.
- Facilitates and monitors compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Delivers a “world class” onboarding experience to new hires, which bonds them to the organization.
- Supports full-cycle, end-to-end recruitment and hiring process through creative sourcing, developing community recruiting relationships, and hosting career fairs to attract and retain top talent.
- Supports the administration of health and welfare, retirement, wellness, and other benefit plans demonstrating a thorough knowledge.
- Maintains awareness of legislation affecting human resources and labor relations.
- Ensures compliance with all federal, state, and local employment laws.
- Establishes and maintains a positive work environment for all employees.
- Additional duties as assigned.

## **What You Will Need to Be Successful in this Role**

- At minimum, a bachelor’s degree in Human Resources, Psychology, or Business Administration.
- Three to five years of professional experience in an HR Generalist or HR Business Partner role within a high-volume, fast-paced, dynamic organization.
- Professional in Human Resources (PHR) or Society for Human Resource Management (SHRM) certification desirable.
- Highly proficient in Microsoft Office Suite and Google Workspace. Experienced with HRIS and ATS.
- Excellent verbal, written, communication, and presentation skills.

- Highly analytical and detail-oriented with excellent organizational skills.
- Understands the importance of building professional relationships and providing good customer service to internal business partners.
- Highly flexible, "no job is too small" attitude. Willingness to roll-up sleeves to get things done without being asked.
- High degree of cultural awareness, integrity, tact and, most importantly, confidentiality.
- Strong time management skills and ability to navigate competing priorities in a fast-paced environment.
- Solid knowledge of Oregon employment law and regulations.

### **Working Conditions**

Duties are performed in both an office and field setting. Must travel occasionally to attend meetings and conferences. May have to occasionally lift or move objects weighing 25 – 30 pounds.

**TO APPLY:**

**Please submit the application to our Administration Office. To obtain an application:**

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: [Cherriots.org/careers](http://Cherriots.org/careers).
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of the original official District application form will not be accepted. Applications may be submitted in person, by email, by fax, or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

***Equal Opportunity Employer***

*As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.*



SALEM AREA MASS TRANSIT DISTRICT  
**Non-Bargaining Employee Benefits**

as of 3/1/2021

**At time of hire**

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

**After six months**

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
  - District pays 100% of premium costs
  - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

**Employee Retirement Plan**

- **Profit Sharing Plan**
  - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE  
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT  
**Voluntary Employee-Optional Benefits**  
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
  - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
  - Payroll deduction
  - Employee self-contribution
- **LegalShield® and IDShield™**
  - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
  - Payroll deduction

**NOTE:**

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.