

June 22, 2022**RECRUITMENT ANNOUNCEMENT
HUMAN RESOURCES SPECIALIST****Position Pay Range:
\$44,018.65 - \$62,760.07
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 is pivotal in supporting the creation of a positive center of influence within the organization. From hiring to onboarding and employee engagement initiatives, this role will be far from one-dimensional. You will be exposed to a wide range of tasks such as designing an intern program, coordinating community hiring events, and taking steps to weave Diversity, Equity and Inclusion into the very fabric of our culture. If you are passionate about people and excited to further develop your HR skillset, this is the place to be.

How You Will Make an Impact

- Understands the importance of good customer service as the first point of contact in relation to hiring. Posts open positions, processes incoming applications, conducts phone screenings, coordinates skills tests, schedules interviews, performs reference checks, and attends career fairs/hiring events.
- Delivers a “world class” onboarding experience to new hires that bonds them to the organization creating a sense of pride.
- Coordinates and monitors compliance with mandatory and non-mandatory training and continuing education such as safety, anti-harassment, professional licensure, and aptitude exams and certifications.
- Coordinates employee offboarding process.
- Keeps finger on the pulse to improve organizational culture by recommending creative rewards, recognition, and engagement events.
- Supports learning and development initiatives that provide professional growth opportunities such as the performance appraisal process and intern program.
- Supports the administration of benefit plans by processing employee changes and assisting with open enrollment events.
- Maintains employee records in compliance with federal, state, and local employment laws.
- Establishes and maintains a positive work environment for all employees.
- Provides reception desk coverage when needed.
- Additional duties as assigned.

What You Will Need to Be Successful in this Role

- At minimum, an associate’s degree. Preferably a bachelor’s degree in Human Resources, Psychology, or Business Administration.
- 1-3 years of professional experience in an HR related role within a high-volume, fast-paced organization.
- Society for Human Resource Management (SHRM) or Professional in Human Resources (PHR) certification desirable.
- Highly proficient in Microsoft Office Suite and Google Workspace. Some experience with HRIS and ATS desirable.
- Strong verbal, written, communication, and presentation skills.
- Detail-oriented with strong organizational skills. Solid time management skills with understanding of urgency but does not sacrifice quality.
- Recognizes the importance of reliability and as such maintains good attendance.
- Understands the necessity for teamwork, "no job is too small" attitude. Willingness to roll-up sleeves to get things done without being asked.
- Culturally aware, acts with integrity, displays tact and, most importantly, confidentiality.

- Some exposure to Oregon employment law and regulations.

Working Conditions

Duties are performed in both an office and field setting such as career fairs and employee engagement events, to name a few. 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.
- ❖ 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 7/1/2022

At time of hire

- **Medical and Prescription Insurance** with your choice of Regence Blue Cross Blue Shield 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** - Reliance Standard premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Reliance Standard
 - 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.