



# EL DORADO TRANSIT



## **Recruitment – Human Resources Manager**

**Opens: 05/07/2025**

**Closing Date: Open Until Filled**

El Dorado County Transit Authority (El Dorado Transit) is now accepting applications for Human Resources Manager. El Dorado Transit, based 50 miles east of Sacramento, provides directly operated rural and urban fixed route, commuter and paratransit public transportation.

El Dorado Transit is seeking an experienced and dynamic Human Resources Manager to lead and oversee the agency's Human Resources Department. Reporting directly to the Executive Director, this position plays a vital role in ensuring agency-wide compliance with federal and state labor laws, internal policies and the Memorandum of Understanding with the bargaining unit. The Human Resources Manager provides high-level support to leadership and is instrumental in managing day-to-day HR operations including employee and labor relations, benefits administration, leave of absences, recruitment, training and policy development. In addition, this position serves as the agency's Drug and Alcohol Program Manager, ensuring full compliance with U.S. Department of Transportation and Federal Transit Administration drug and alcohol testing regulation for safety-sensitive employees.

### **Education and Experience Requirements:**

***Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:***

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in human resources management, business administration, public administration, or a related field, and six (6) years increasingly responsible professional financial program experience, including two (2) years in management capacity. Possession of a Professional Human Resources certification at the date of appointment to the classification; a Senior Professional Human Resources certification is preferred.

El Dorado County is located in Northern California, and offers a rich mix of scenic landscapes, vibrant communities and recreational opportunities. Spanning 1,805 square miles of rolling hills and mountain terrain, it is served by El Dorado County Transit Authority under a Joint Powers Agreements between the County and the City of Placerville. With the U.S. Highway 50 as its main corridor, the region's climate, agriculture, and history make it a desirable place to live and work.

***EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY  
EMPLOYER***



### **The Ideal Candidate**

The ideal candidate is a strategic and hands-on HR professional with strong leadership and interpersonal skills. They will bring a solid understanding of human resources principles, particularly in labor relations, employee development, and regulatory compliance.

A successful candidate will demonstrate the ability to navigate complex personnel matters with diplomacy and sound judgement, develop and implement effective policies, and foster collaborative relationships across all departments, outside agencies and contracted partners. Experience in Public Sector employment is helpful but not required.

This position requires participation in Board meetings and the ability to communicate HR strategies and issues clearly to executive leadership and governing bodies.

### **How to Apply**

Interested parties should submit a cover letter, resume, and answers the supplemental questions, not exceeding two pages.

Please visit our website for the complete job description and supplemental questions at:

[www.eldoradotransit.com/careers](http://www.eldoradotransit.com/careers)

Please see the job description for minimum qualifications

### **Application Process**

Please submit the complete application packet to:

Maria Harris, Human Resources Manager

6565 Commerce Way, Diamond Springs, CA 95619  
Phone: 530-642-5383 ext. 209 Fax: 530-642-3685  
Email: [mharris@eldoradotransit.com](mailto:mharris@eldoradotransit.com)

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### **Compensation and Benefits**

The monthly salary range for the Human Resources Manager is:

\$7,213.87 - \$9,667.28; 7 Steps

Management benefit package includes:

#### **Retirement**

California Public Employees Retirement System (PERS); employee contribution required.

#### **Insurance**

Health, dental, vision and life insurance programs provided. Employee contributions may be required depending on the selected program.

Optional Benefit Plan - \$6,000 agency paid

#### **Leave Allowance**

Vacation and sick leave benefits provided  
12 holidays observed and 3 Floating Holidays

80 hours Management Leave

***Join El Dorado Transit's dedicated team and contribute to the efficient management of our HR operations!***