



SENIOR HUMAN RESOURCES ANALYST

Opening Date: September 2, 2026
Closing Date: Open until filled
Salary: \$25.77/hr-\$32.21/hr

Sun Tran is seeking an experienced Senior Human Resources Analyst to join our Human Resources team. This position will be based at Sun Van and will provide dedicated HR support to Sun Van operations while serving as part of the Sun Tran Human Resources team. The position serves as a subject matter expert, provides guidance and work direction to assigned HR staff, and supports employee relations, HR data analysis and reporting, compliance, and the Drug and Alcohol Program. The ideal candidate is an experienced HR professional with strong analytical and interpersonal skills who can exercise independent judgment, manage complex HR matters, and effectively work with employees and leadership at all levels of the organization.

QUALIFICATIONS:

Bachelor's degree preferred; additional relevant work experience may substitute for education on a year-for-year basis. A minimum of 5 years of directly related Human Resources experience is required. Advanced proficiency with ADP, data analytics tools, Microsoft Office Suite, and reporting software is required. Strong knowledge of HR policies, employment laws and regulations, employee relations and HR data analysis is essential. Professional HR certification is preferred. A valid Class D Driver's License is required.

MAJOR FUNCTIONS:

- Guide, train, and provide work direction to assigned HR staff, ensuring quality and timely completion of duties.
- Evaluate departmental HR needs and provide data- and policy-driven recommendations.
- Collect, analyze, audit, and submit HR data using information systems and databases.
- Maintain accurate records related to HR actions and requests.
- Assist with employee relations activities, including workplace investigations and conflict resolution.
- Oversee the Drug and Alcohol Program, ensuring regulatory compliance, maintaining required records, and coordinating testing and training requirements.
- Perform other duties as assigned by management.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.