

Foster City is a Great Place to Live, Work and Play!

HUMAN RESOURCES MANAGER



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2023-2024 budget of \$129.3 million. Projected staffing includes 172 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.

THE DEPARTMENT



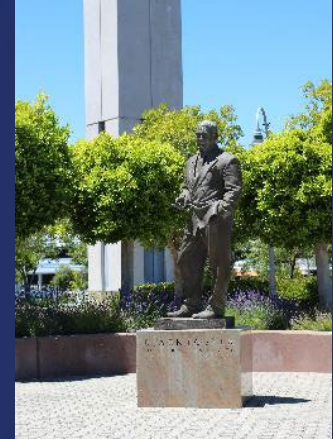
The Human Resources Division of the Administrative Services Department provides the following quality services to Foster City employees: recruitment and retention of qualified employees; training, development and education to promote individual and team success and increase overall value to the City; a safe and healthy working environment; inspiration and encouragement for a high level of employee morale through recognition, effective communication and feedback; resources for administering benefits, policies and procedures; and positive employee relations. Human Resources is focusing on retention through staff development and succession planning in partnership with managers. Human Resources is also focused on fostering a culture that supports equity and inclusion.

THE POSITION

Foster City is seeking a well-qualified individual with strong leadership skills to fill the position of **Human Resources Manager**. The Human Resources Manager is responsible for planning, organizing, reviewing, and evaluating the day-to-day operations of the Human Resources Division of the Administrative Services Department.

Successful performance of the work requires knowledge of employee relations, recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor relations, employee training and development, and general human resources administration. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

If you are a self-motivated candidate with a passion for public service, take the next step in your career today!



IDEAL CANDIDATE

Highly Desirable:

- Experience with handling labor and employee relations issues including leave management, grievances, and performance management.
- Experience in public sector organizations is a plus.

*Annual Compensation
Range*

\$158,297 - \$192,411

This position is an excellent opportunity for a seasoned professional to impact a dynamic City focused on employee development, retention, recognition and accountability.

EDUCATION & TRAINING

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 bachelor's degree in human resources management, public or business administration, or a related field and five (5) years of increasingly responsible experience in human resources or employee and labor relations, which included at least two (2) years of supervisory experience.

License and Certificates:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

For knowledge, skills, and abilities, review the [Human Resources Manager](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service; administrative leave.

Deferred Compensation: Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule. Telework available.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application is required for consideration. Please keep in mind the closing date. Applications may be submitted online at www.calopps.org

Closing Date: Friday, May 10, 2024, at 5:00 PM

