



**THE HUMAN RESOURCES DEPARTMENT IS HIRING!**

## **HUMAN RESOURCES ANALYST I/II**

**FIRST REVIEW OF APPLICATIONS:**

**Friday, July 23 at 12:00 PM**

This recruitment will remain open until filled



## The Organization

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 962 regular employees and operates on a FY 2020-21 General Fund budget of \$213.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

## The Department

The Human Resources Department is responsible for the following program activities:

- Recruitment and selection
- Classification and compensation
- Employee and labor relations
- Organizational development
- Employee benefits and payroll administration



## The Position

The Human Resources Analyst I/II will perform a wide range of responsibilities in the Human Resources Department. The current vacancy will primarily focus on recruitment and examination responsibilities. This recruitment may also be utilized to fill an additional vacancy to support the benefits function within the Human Resources Department.

Examples of job responsibilities may include, but not limited to the following:

- Compile and analyze HR metrics and data from a variety of sources and HR systems (NEOGOV and PeopleSoft 9.2) to make recommendations.
- Prepares reports with data results, including presenting and explaining findings/recommendations related to human resources policies and processes.
- Assists in the interpretation and application of human resources rules, policies, legislation and MOUs.
- Recruitment & Examination:
  - Plan, develop and administer the full cycle recruitment/selection process and activities.
  - Provide analytical support with position classification/compensation to support client departments' hiring/staffing needs.
  - Identify and implement industry best practices for hard-to-fill positions.
  - Utilize social media and other recruitment marketing sources to attract and increase candidate pools.
  - Implement efficiencies that will result in reducing the time to hire.
- Benefits Administration:
  - Provide analytical support with the administration of benefits programs, including the City's retiree medical reimbursement program, deferred compensation governance, leave administration, Affordable Care Act (ACA) and the City's annual open enrollment process.
  - Support HRIS (PeopleSoft 9.2) testing activities to support benefits programs and processes: open enrollment, ACA, CalPERS, including the development and implementation of new functionality (e.g., onboarding) within PeopleSoft 9.2.

## Ideal Candidate

The ideal candidate will be a seasoned human resources professional with a well-rounded generalist background. The selected individual will be a team player and technical expert in recruitment & selection and/or benefits administration. It will be important for the Human Resources Analyst I/II to possess a passion to work in public sector human resources coupled with exceptional interpersonal, communication and collaboration skills. The successful candidate will be proficient in working with managers across the City to provide counsel and assistance regarding a wide range of human resources issues related to recruitment, examination, classification, compensation and benefits. Attention to detail is critical and the successful candidate must be able to handle multiple assignments at once with a customer centric philosophy.



### **Knowledge of:**

- Pertinent local, state and federal laws, rules involving human resources, employment, and benefits (i.e., FMLA, CFRA, FEHA, ADA, FLSA, Military Leave, HIPPA, COBRA, ACA).
- Contemporary and emerging human resources practices, including, but not limited to recruitment/examination and benefits.
- City services, including familiarity with public safety (Police and Fire) hiring and staffing needs.

### **Experience with:**

- Technology, virtual collaboration tools/programs (e.g., Microsoft Office Suite, Zoom) and relevant social media platforms.
- HR-specific computer programs and tools: NEOGOV (applicant tracking system), PeopleSoft 9.2 (HRIS).
- Compiling and analyzing HR metrics and data from a variety of sources and HR systems to make recommendations.
- Preparing reports of data results, presenting and explaining findings/recommendations related to human resources policies and processes.

### **And the ability to:**

- Be action-oriented and demonstrate initiative to anticipate future tasks/projects that require completion under tight deadlines.
- Be highly organized with the ability to complete multiple tasks and projects simultaneously.
- Be flexible and adaptable to changing priorities and interruptions throughout the work day.
- Be creative and collaborative in approaches to problem solving and continually improving human resources processes.
- Manage tasks and meet deadlines in a high volume, fast-paced work environment.
- Leverage technology to drive efficiencies.
- Build and establish effective working relationships with internal and external customers.

## Minimum Qualifications

*The successful candidate will typically possess the following:*

**HR Analyst I — Education/Experience:** Bachelor's Degree from an accredited college or university with major course work in Human Resources Management, Public or Business Administration, Industrial Relations or a closely related field; Or two (2) years of experience in the field of human resources. Experience in a public agency setting is desirable.

**Licenses/Certificates:** Possession of a valid California Class C driver's license is required.

**HR Analyst II — Education/Experience:** Bachelor's degree from an accredited college or university with major course work in Human Resources Management, Public or Business Administration, Industrial Relations, or a closely related field; and at least two (2) years of experience performing duties comparable to those of a Human Resources Analyst I.

**Licenses/Certificates:** Possession of a valid California Class C driver's license is required.

**Desirable Human Resources Certifications:** SHRM, IPMA and/or CALPELRA

## Compensation and Benefits

**Annual Salary Range** – \$77,667 to \$128,197. Placement within the range will be made depending upon the qualifications and experience of the selected candidate.

The following generous benefits are provided:

**Medical** – A variety of plans are offered through CalPERS.

**Dental** – Plans are offered through Delta Dental.

**Vision** – Plans are offered through VSP.

**Health Benefit Allowance** – The City contributes up to \$2,350 towards health benefit premiums (medical, dental and vision) and unused allowance up to \$580 is paid monthly to the employee.

**Retirement** – As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the CalPERS retirement system:

- **Classic Members** will receive CalPERS retirement benefits under the 2% at age 60 plan.
- **New Members** will receive CalPERS retirement benefits under the 2% at age 62 plan.

### Deferred Compensation

- **Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **401(a)** – 2% City paid contribution.

**Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.

**Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

**Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.

**General Leave** – Up to 128 hours per year.

**Management Leave** – Up to 112 hours per year.

**Holidays** – 12 days paid and 1 floating holiday.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

The Human Resources Manager is an unrepresented management position. The probationary period for this position is 12 months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)





## How To Join Our Team

To be considered for this position, apply online by submitting a completed City application/supplemental questionnaire, resume and cover letter through our on line application system: [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs).

The process may include individual and/or panel interviews, written assessment, professional reference checks, fingerprint check for criminal history, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. This recruitment may be used to fill multiple positions in this department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the candidates from this recruitment.

## Tentative Recruitment Schedule

**This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible as this recruitment may close at any time, but no earlier than July 23, 12:00 p.m.**

**First Review of Applications:** Friday, July 23, 12:00 p.m. (Noon).

**Oral Board Interviews:** Date(s) to be determined when a viable number of candidates is reached.

**Hire Date:** As soon as possible or at a mutually agreeable date.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

**The City of Fremont is an Equal Opportunity Employer.**



The information contained herein is subject to change and does not constitute either an expressed or implied contract



## Human Resources Analyst I/II Supplemental Questionnaire

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process may consist of one or more interviews, one of which may include a practical/writing exercise.

### **You will be prompted to respond to the following questions during the online application process:**

1. What is your highest level of education achieved?
  - Bachelor's degree
  - Master's degree
  - None of the above
2. Please specify your degree major.
  - Public Administration
  - Business Administration
  - Industrial Relations
  - Related Field
3. \*If your degree is in a related field, please list your degree major.
4. Please indicate the number of years of public sector human resources experience you possess. Examples of public sector may include cities, counties, public education institutions, special districts/authorities, and state and federal government.
  - No public sector human resources experience
  - Less than three (3) years
  - More than three (3) years, but less than five (5) years
  - Five (5) or more years
5. Please specify any Human Resources certifications that you possess (i.e., SHRM, IPMA and/or CALPELRA).
6. Describe any relevant experience that you have that required you to compile and analyze human resources metrics and data from a variety of sources and/or systems. *Please limit your response to 500 words or less.*
7. Describe the most complex human resources recruitment or benefits project that you completed? What were your specific responsibilities, what challenges did you encounter and what was the outcome? *Please limit your response to 500 words or less.*
8. Describe your experience with human resources systems. Include the type of Human Resources system(s) you have used (i.e., NEOGOV, PeopleSoft, CalPERS), and your specific role and responsibilities for utilizing the system(s). *Please limit your response to 500 words or less.*