THE HUMAN RESOURCES DEPARTMENT IS HIRING!

HUMAN RESOURCES MANAGER
Benefits & Payroll Division

FIRST REVIEW OF APPLICATIONS:
Wednesday, July 7 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 consists of a total staff of 15 and 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 Benefits & Payroll Manager is one of three division level manager positions reporting to the Human Resources Director. The position is a working manager and has overall responsibility for planning, managing and evaluating the benefits and payroll activities, programs and staff (Human Resources Analysts and Technicians) within the division. Major responsibilities include, but are not limited to:

- Manage and coordinate a diverse portfolio of medical, dental, vision and other employee benefits plans and programs, including short term and long term disability, flexible spending accounts, basic and supplemental life, deferred compensation and many other benefits plan options.
- Monitor the developments and legislation related to human resources benefits and payroll-related matters, including evaluating the impact upon City operations, and recommends and implements policy and procedural improvements.
- Manage and assist the team with troubleshooting and initiating the appropriate resolution on a variety of benefits and payroll issues.
- Lead and engage the benefits and payroll team to update and modernize administrative policies and processes.
- Manage and coordinate the annual benefits open enrollment process.
- Partner and coordinate with benefits providers and the City's benefits broker to obtain the best rates and coverages for a variety of products.
- Conduct benefits costing and analysis in support of the labor negotiation process.
- Oversee administrative benefits/payroll activities, which includes benefits billing and reconciliation, audits, CalPERS disability retirements, the City's retiree medical reimbursement program and responding to public records act requests.
- Manage and facilitate the City's Deferred Compensation Governance work plan items in partnership with the Deferred Compensation Governance Committee.

Ideal Candidate

The ideal candidate will be a seasoned human resources professional that is well-versed in benefits and payroll administration. The Human Resources Manager will be a results-oriented, team player and will have exceptional interpersonal, communication and collaboration skills, coupled with the ability to provide leadership and direction to the Payroll and Benefits Division that continues to strive for excellence. The selected candidate should be a key facilitator and supporter of change across the organization, in a dynamic and fast paced environment. It will be important for the selected candidate to have the following:

Knowledge of:

- Benefits and payroll administration, including appropriate methods, procedures and technical expertise
- Contemporary and emerging human resources practices, particularly related to benefits programs, payroll administration and HR systems (i.e., PeopleSoft, CalPERS)
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal laws, rules and regulations regarding human resources management, benefits and payroll (i.e., FMLA, CFRA, FEHA, ADA, FLSA, Military Leave, HIPPA, COBRA, ACA)
- Flexible spending account plans, short/long-term disability, life insurance, among others

Experience with:

- HRIS systems (The City uses PeopleSoft 9.2), including implementing new technologies
- Deferred compensation governance
- Management of health and benefit programs in a public sector environment
- CalPERS administration

And the ability to:

- Demonstrate a high level of personal integrity and ethics
- Manage relationships and navigate political sensitivities
- Be courageous and consistent in policy implementation
- Be successful and thoughtful in managing change
- Be creative and collaborative in approaches to problem solving and continually improve human resources benefits program for the City
- Be a proactive teambuilder who empowers staff
- Manage tasks, set priorities and meet deadlines in a high-volume, fast-paced environment
- Leverage technology to drive benefits and payroll efficiencies
- Supervise a team
- Provide technical training to staff

Minimum Qualifications

The successful candidate will typically possess the following:

Education: Possession of a Bachelor's Degree from an accredited college or university in Industrial Relations, Public or Business Administration, or a related field. A Master's degree is highly desirable for this complex assignment and may be substituted for one year of experience.

Experience: Five (5) years of progressively responsible experience in two or more Human Resources functional areas managing recruitment, examination, benefits, labor relations or payroll, one year of which includes supervisory responsibility. Public Sector professional level Human Resources experience is highly desirable.

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

Compensation and Benefits

Annual Salary Range – **$130,479 to $176,143**. 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

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.

The process may include individual and/or panel interviews, 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 7, 12:00 p.m.

First Review of Applications: Wednesday, July 7, 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.

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

Fremont
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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. The Human Resources Manager position requires at least five (5) years of progressively responsible experience in two or more Human Resources functional areas managing recruitment, examination, benefits, labor relations or payroll, including one year of supervisory responsibility. A Master's degree may be substituted for one year of experience. Please describe how you meet the experience requirement for this position and the particular knowledge, skills and abilities that you believe would make you successful in this role. *Please limit your response to 500 words or less*.

6. What is the most complex human resources benefits or payroll project that you were responsible for managing. What were your specific responsibilities, what challenges did you encounter and what was the outcome? *Please limit your response to 500 words or less*.

7. Describe your experience with human resources systems. Include the type of Human Resources system(s) you have used (i.e., PeopleSoft, CalPERS), and your specific role and responsibilities for utilizing the system(s) as it relates to the payroll and benefits function. *Please limit your response to 500 words or less.*