



## Human Resources Analyst I/II

### Labor Division

*Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the energy of working in a fast-paced, multi-disciplined environment where you use your exceptional analytical and research skills? Then, the Fremont Human Resources Department may be the place for you!*



**First Review of Applications:**  
**Noon – December 12, 2018**

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## OUR COMMUNITY

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking as the 3rd Best City in the Nation to raise a family, also according to a 2018 Wallet Hub Survey. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,439 residents. As a full service city, Fremont employs over 937 regular employees and has a General Fund budget of \$205.7 million for the 2018-19 fiscal year.



Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Make a difference through Public Service!

## WHY JOIN THE FREMONT HUMAN RESOURCES TEAM ?

The City of Fremont recognizes that our employees are our biggest asset. We work collaboratively to solve problems and find solutions. If you are a creative team player with a strong interest in Labor Relations and Organizational Development then this is the job for you!

Human Resources Analysts serve as members of the HR Department's management team and will perform a wide range of complex Human Resources functions working across disciplines to solve problems and serve the City.

## WE'RE LOOKING FOR SOMEONE WHO IS:

- ♦ An organized overachiever. You will need to work in a fast-paced environment with competing requirements and deadlines.
- ♦ Analytical and data driven. You will understand and have the ability to research, analyze and present data on a variety of topics using a variety of sources.
- ♦ Creative! You will work to resolve customer challenges with a "Can Do" perspective!
- ♦ An experienced HR professional. You will have demonstrated work experience in more than one HR discipline and have resolved complex Labor Relations challenges; including experience with the collective bargaining process.
- ♦ A polished professional. You will represent the City at a variety of venues including meetings with bargaining units, employee meetings and off site training sessions.
- ♦ Able to build support for and implement change across a range of diverse interests.
- ♦ Able to deliver stand up employee training.
- ♦ Able to develop/implement comprehensive succession plans.

## EXAMPLES OF DUTIES

- Support the bargaining function including preparing negotiation proposals and completing cost analysis.
- Administer labor agreements and represent the City in labor and management issues.
- Provide information to City employees and others using sound judgment and effective interpretation of policies, laws, rules and procedures.
- Work collaboratively with the Human Resources Manager to provide counsel and assistance regarding employee relations and organizational development matters including employee investigations, disciplinary corrective actions, and grievance resolution.
- Support the administration of the leave of absence program and ensure CFRA/FMLA/FEHA/ADA compliance.
- Support the work of the Citywide Organization Development Team to develop Fremont's future leaders.
- Support Citywide employee engagement and training initiatives.
- Assist in the implementation and management of the city wide employee Performance Management efforts.
- Support Labor Relations and Benefits efforts by researching, gathering, analyzing and summarizing data.
- Perform Benefit research, studies and project management.
- Research and analyze emerging trends in Human Resources and develop recommendations to improve our programs and address challenges.
- Coordinate request for proposals, summarize proposals and make recommendations for the acquisition of services.
- Improve Human Resources efficiencies by implementing industry best practices.



## THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE:

- A Bachelor's degree in Human Resources, Public Administration, or a closely related field.
- Two or more years of experience performing Human Resources work would be ideal. However, the totality of education and experience will be considered to determine the best qualified candidates.
- A valid California Driver's License.
- A Human Resources certificate from SHRM, IPMA or Calpelra is highly desirable.
- Labor relations work experience in a public agency and a Master's degree are highly desirable.



## Tentative Recruitment Schedule

First Review of Applications Date: Noon—December 12, 2018

Oral Panel Interviews: Week of December 19, 2018

Follow-up interviews: Week of January 7, 2019

### COMPENSATION & BENEFITS

The annual salary is \$71,808—\$118,505, depending on qualifications.

#### Current benefit features include:

##### CalPERS Retirement Benefit\*

- ♦ Classic Employees\* - 2.0% @ 60 benefit, 3 year final average compensation.
- ♦ New Employees \*- 2.0% @ 62 benefit, 3 year final average compensation.
- ♦ Required PERS contributions vary by plan. All required contributions are tax deferred.
- ♦ Cafeteria Benefits Plan for employees/dependents includes \$2,130.13 monthly to purchase medical, dental and vision plans. Child care and medical expenses can be paid for with pre-tax dollars.
- ♦ City paid, 2% 401(a) Contribution.
- ♦ A generous leave plan including Management Leave.

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

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

This is an Unrepresented Management position with a 12 month probationary period.

### READY TO APPLY?

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

The testing process for this position may include an individual and/or panel interview, written exercise, background investigation including credit and reference checks, and other selection 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.

#### *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 calling (510) 494-4660.*

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

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#### HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538



## **Human Resources Analyst I/II - SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of **this supplemental questionnaire is required** for your application to be considered for this position and is an integral part of the examination process.

Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

**When you apply online you will be asked to respond to the following questions:**

1. How many years of professional experience do you have working in a Public Sector, Human Resources/ Labor Relations Environment?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more
3. What is your highest level of education?
  - ☐ High school diploma or equivalent
  - ☐ Some college
  - ☐ AA degree
  - ☐ Bachelor's degree
  - ☐ Master's degree or higher
4. In 500 words or less describe your experience working with collectively bargained groups.
5. In 500 words or less describe the last complex Human Resources study you completed.