



## **Senior Human Resources Analyst**

\$8,318 - \$10,111 per month

(Compensation and Benefit Plan currently under review.)

The City of Foster City is seeking a Senior Human Resources Analyst to join our dedicated and hardworking Human Resources team to provide outstanding service to our employees and community, as well as provide customer service support for shared services to multiple agencies. Come join our Foster City team – it's a great place to live, work, and play!

### **The Department**

The Human Resources Department provides full services to approximately 155 full-time and 50 part-time employees. The department is made up of 4 FTEs including a Human Resources Director, Senior Human Resources Analyst, Human Resources Analyst and Office Assistant II. Programs under the department include employee relations, labor relations, recruitment, performance management, training & development, classification & compensation, safety/wellness programs, employee engagement, and risk management. There are two represented groups, AFSCME and FCPOA, who are actively engaged in labor negotiations for a successor MOU.

The department is currently in the process of a citywide classification study scheduled to finish by late 2021. The City is also scheduled to perform a market compensation study, scheduled to commence early 2022. Unique to Foster City is the administration of CalOpps.org, an applicant tracking website that started in 2004 as an in-house program and has grown to service over 200 user agencies and 3.5 million job applicants in California.

### **The Position**

The Senior Human Resources Analyst is a key position, providing a wide variety of advanced level professional, administrative, analytical, and coordination services. This position is open due to the upcoming retirement of the incumbent. Reporting directly to the Human Resources Director, the Senior Human Resources Analyst will work in collaboration with various departments to provide highly technical, complex, and detailed HR assistance, with a focus on labor/employee relations issues, leave

management, performance management, recruitment and retention. The Senior Human Resources Analyst will also work on interdepartmental committees to promote wellness and employee engagement and assist with oversight of the department's risk management responsibilities. We encourage individuals who are innovative and enthusiastic with a drive for exceptional service and creative solutions to apply.

Click on following link to view entire job description:

<https://www.fostercity.org/hr/page/senior-human-resources-analyst>

## **Qualifications**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

### **Experience:**

Seven years of responsible human resources experience. Experience in the Public Sector is preferred.

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Human Resources Management, or a related field.

### **License or Certificate:**

Valid California driver's license. IPMA-HR, SHRM or other Human Resources certification is a plus.

### **Special Requirements:**

Essential duties require the following physical skills and work environment:  
Ability to work in a standard office environment; ability to travel to different sites and locations.

## **Ideal Candidate**

The ideal candidate will be creative, cooperative, and enjoy working in a hands-on Human Resources environment for an innovative and financially stable organization. They will have a strong, demonstrated experience in Human Resources with progressively growing responsibilities, a continuous learning attitude, and be welcoming and supportive to all levels of the organization. The department provides training, succession planning, risk management, benefits, safety, wellness, and recruitment services as well as supporting the needs of a shared fire JPA.

The ideal candidate should be innovative and enthusiastic with a drive for exceptional service and outstanding solutions! Come join our Foster City team - it's a great place to live, work, and play!

## **How to Apply**

A City/District application and supplemental questionnaire is required for consideration and must be submitted no later than **5:00 p.m., on Monday, November 1, 2021.**

Applications may be submitted online at the following web site: [www.calopps.org](http://www.calopps.org).

## **Benefits**

The City of Foster City provides a superior benefits program which includes: 12 paid holidays per year; sick leave; vacation leave; administrative leave; participation in the California Public Employees Retirement System (2 @ 62 for new/PEPRA members, 2.7% @ 55 for Classic members 3 highest years compensation); voluntary 401(a) program with up to 4% match; voluntary 457(b) deferred compensation program; flexible benefits program including health, dental, vision, and medical/dependent care flexible spending accounts; optional 9/80 work schedule; long-term disability insurance; and life insurance.

## **Special Instructions**

**Please provide a Resume and completed application by November 1, 2021 at 5:00 p.m.**

## **Supplemental Questionnaire:**

1. Provide a brief summary of your experience in labor relations and employee relations.
2. Which areas do you possess advanced level knowledge, skills, and abilities?  
Please check all that apply.
  - Benefits Administration
  - Classification and Compensation
  - Leave Management
  - Risk Management
  - Recruitment and Retention
  - Training and Development
  - Workers Compensation