

EMPLOYMENT



OPPORTUNITY

SENIOR HUMAN RESOURCES ANALYST # 2004

\$6,999 - \$8,397 MONTHLY

Final Filing Date: February 13, 2012 5:00p.m. (Opened 1/23/12)

*The recruitment may be closed any time after 200 applications have been received.
Therefore, it is important to submit your application as soon as possible.*

THE POSITION

The City of Redwood City invites you to apply for the position of **Senior Human Resources Analyst**. This position serves as one of three senior analysts reporting directly to the Human Resources Director, specializing in employee and labor relations. Typical duties include, but are not limited to: Conduct preparatory research on contract and bargaining matters for labor negotiations, including surveying wages, benefits, working conditions, and analyzing labor proposals; Serve as the department liaison with employee organizations and attend labor-management meetings as needed; provide consultation to operating departments on the City's personnel rules and policies, M.O.U compliance, wage and hour laws, and other related State and Federal laws; advise and assist managers and employees on employee relations matters such as performance management, corrective actions, grievances, leaves of absence, and disability accommodation; investigate employee relations issues including disciplinary issues and complaints of discrimination and harassment, misconduct, or violations of City policy; and develop recommendations and facilitates resolution of employee relations issues and complaints. This position may supervise, train and evaluate professional, paraprofessional and/or clerical staff assigned to perform employee and labor relations functions.

THE IDEAL CANDIDATE

The ideal candidate will be a team player that will be committed to the department's mission of building a great employee community together and will embrace the City's emphasis on excellent customer service and values-driven management. He or she will have significant labor and employment relations experience; will be detail-oriented and able to manage multiple tasks; will successfully use initiative and independent judgment; and build and maintain positive working relationships with co-workers, other City employees and the public.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Minimum of three years of progressively responsible experience in human resources with an emphasis on employee and labor relations, and/or employment and labor law. Education equivalent to a Bachelors degree from an accredited college or university with major course work in human resources, labor and employment law, business administration, public administration or a related field is required.

Knowledge of:

- Principals, practices and techniques of public human resources administration.
- Applicable local, state, and federal laws and regulations.
- Employee and labor relations principles and practices in collective bargaining environment.
- Modern office practices and procedures, including common computer software programs, automated database applications.
- Principles and practices of supervision, training, and project management.

Ability to:

- Supervise, direct, train and evaluate subordinate staff.
- Effectively organize, prioritize and follow-up on work assignments. Maintain accurate records.
- Analyze complex administrative and technical issues and make appropriate recommendations for action.
- Develop and implement revisions to procedures to improve effectiveness and/or comply with regulatory changes as appropriate.
- Learn and interpret complex principles, practices, techniques, and regulations pertaining to employee and labor relations.
- Communicate clearly and effectively, make public presentations and manage meetings effectively.
- Write clear and concise professional reports, memoranda, correspondence and other documents.
- Work independently and as a member of a team, establish and maintain effective working relationships.

APPLICATION PROCESS

A City application, supplemental questionnaire and professional writing sample (five pages or less) are required. Applications and questionnaires may be obtained in one of the following ways:

1. Apply online at www.calopps.org.
2. Visit our web site: www.redwoodcity.org/hr to download an application.
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability, who may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications and supplemental materials will be reviewed for completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be invited to participate in the testing process. The specifics of the testing process will be communicated to those qualifying candidates. The Human Resources Director will make the final appointment.

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

The City of Redwood City is proud to be an Equal Opportunity Employer!

BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2% at 60 plan
- Deferred compensation (457) plan with 2% matching contribution
- Opportunity to select from a variety of health plans that are administered by PERS
- Dental & vision insurance
- Employee assistance program
- Life and long-term disability insurance
- Vacation at 10 days per year to 25 days after 20 years
- Sick leave of 12 days per year
- Fourteen paid holidays per year

NOTE: Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to www.socialsecurity.gov/form1945

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.