

JOB OPPORTUNITY

HUMAN RESOURCES ANALYST I/II

The Ideal candidate for this opportunity possesses the following:

- A passion to work in public sector human resources.
- Detail-oriented and analytical, with the ability to conduct thorough research, prepare projections, and perform complex analyses related to compensation, reclassifications, and labor relations.
- Strong knowledge of payroll and benefits administration, capable of overseeing day-to-day operations and ensuring accuracy in all processes, including FMLA/CFRA and CalPERS.
- Problem-solver with a focus on efficiency, able to implement changes in operational procedures and regulations to improve departmental effectiveness.
- Exceptional communication skills, able to respond to compensation inquiries, provide clear explanations of benefits, and prepare professional reports and presentations.
- Highly confidential and professional, able to handle sensitive payroll and benefits information with discretion and maintain trust with employees and leadership.
- Collaborative and adaptable, comfortable working in a fast-paced environment, contributing to labor relations negotiations, and revising policies to stay current with regulations.
- Organized and proactive, capable of maintaining accurate organizational charts and staying on top of administrative regulations and policy updates.
- The complete job descriptions for these positions can be viewed by clicking on the following links:
 - [Human Resources Analyst I](#)
 - [Human Resources Analyst II](#)



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 229,250 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Human Resources Analyst I: 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.

Human Resources Analyst II: 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. Experience related to the human resources function, which has provided the knowledge and skills outlined above, may be substituted for the college education on a year-for-year basis.

Licenses/Certificates/Special Requirements: Must be willing to work such hours as are necessary to accomplish the job requirements; This classification requires the ability to travel independently within and outside of City limits. Possession of a valid California Class C driver's license is required. Failure to maintain this license will result in discipline up to and including termination.

Annual Salary Range

Human Resources Analyst I: \$89,053 - \$117,928
Human Resources Analyst II: \$108,884 - \$146,991
Commensurate with Qualifications and Experience

A summary of benefits can be viewed online:
[Benefits Summary](#)

The City of Fremont is an Equal Employment Opportunity Employer.

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