



JOB OPPORTUNITY

HUMAN RESOURCES MANAGER

(EMPLOYEE AND LABOR RELATIONS)

Job Duties

- Provide counsel and assistance regarding employee relations and organizational development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations and negotiation preparation.
- Assist and/or lead bargaining processes with the various bargaining units.
- Coordinate cost analysis on negotiation proposals; prepare and draft contract language; administer labor agreements and represent the City in labor and management issues.
- Research, develop, interpret and administer Human Resources policies and procedures.
- Remain current on local, state and federal legislation affecting public sector labor law.
- Manage employee leave and accommodation requests to ensure compliance with CFRA/FMLA/FEHA/ADA.
- Develop appropriate leave policies and procedures, including educating managers on policies and legal requirements.
- Prepare legally defensible reports and analysis of investigative findings, including recommendations for action.
- Provide support with special projects, as necessary.
- The complete job description can be viewed [here](#).



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 230,504 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:

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 may be substituted for one year of experience.

and

Five (5) years of progressively responsible experience in two or more Human Resources functional areas (e.g. Recruitment, Examination, Benefits, Labor Relations, Payroll), one year of which included supervisory responsibility.

Ideal Candidate

The ideal candidate will demonstrate strong communication, project management, and analytical skills, along with the ability to effectively organize and prioritize tasks in a fast-paced setting. They should thrive in a dynamic environment and possess the expertise to manage complex personnel issues and all aspects of employee relations, including labor relations.

Certifications preferred: Professional HR certifications such as PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources), SHRM-CP (Certified Professional), or SHRM-SCP (Senior Certified Professional) are highly desirable.

Annual Salary Range

\$149,607- \$201,966

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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