
Apply to join the Redwood City team as a
HUMAN RESOURCES PRINCIPAL ANALYST
\$147,132 - \$176,520 Annually
Hybrid schedule options available



Why should you join the Redwood City team?

We offer a wide range of meaningful and exciting career opportunities with potential for growth, training and development, competitive salaries, flexible schedule/hybrid work options, paid time off, and a robust benefits package. The Redwood City team is guided by the core values of *excellence, integrity, service, collaboration, inclusion and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

Our community is known for its diversity, strong neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents. We hope you find that this mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home.

The examination process will consist of at least one oral board interview process to establish an Eligible List for both current and future vacancies. We will follow with departmental hiring interviews where we can learn more about your career goals and explore position fit.

If you're looking to continue growing your career as a part of an HR team that fosters innovation, creativity and collaboration, we hope you'll apply!

What you'll do, at a glance:

- Manage the Human Resources Information Systems (HRIS) and Enterprise Resource Planning (ERP). program area, which includes: collaborating with key Finance and IT teammates to maintain the HRIS database, software and systems that maintain employee data; operating as the ERP/HRIS Project Lead to develop project plans for implementing and executing new agreed upon MOU terms (i.e. COLAs, new benefit plans, tiers, etc.); defining and maintaining ERP/HRIS workflows; coordinating, maintaining, and enhancing HR systems in conjunction with user areas, and information systems; evaluating, recommending and implementing improvements to existing processes, configurations, documentation and reporting; leading regular ERP/HRIS meetings with internal and external customers, managing outstanding HRIS issues through resolution; providing responsive system, process, and technical support (in conjunction with Finance and IT teammates) to HRIS module program leads and City teammates to troubleshoot and resolve system issues and errors, security concerns, or workflow issues between HRIS modules.
- May manage several other human resources program areas and HR staff, which may include: Employee Relations, Performance Management, and Training, Learning and Development.
- Provide complex assistance to the Human Resources Director and Human Resources Manager.
- Manage, coach and train HR teammates in dedicated program areas.
- Conduct research, analysis, and prepare documents and reports.
- Evaluate, develop and implement policies and procedures.
- Communicate clearly – both orally and in writing – with employees, management, outside agencies and the public.

About the role:

This is the highest level classification in the management analyst series. The incumbent will act as a lead; be recognized as a technical specialist of the various technology systems for Human Resources functions and will be relied upon to provide expert consultation to meet user needs. Incumbent will act as a project manager over some aspects of the Enterprise Resource Planning (ERP)/Oracle and may act as a lead over some Payroll functions. Some responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

Confidential Designation: This position is required to develop and/or to present management positions with respect to employer-employee relations, with duties that normally require access to confidential information contributing significantly to the development of management positions. Please review the detailed job description for Principal Human Resources Analyst [here](#), which includes more information on the duties and essential knowledge, skills and abilities for this position.

What you'll bring to the table:

A combination of experience, training and education that has prepared you to have the knowledge, skills and abilities to succeed in this position. Examples of potential experience, training and education that would qualify may include:

- Five (5) years of professional-level programmatic, budgetary, governmental accounting, purchasing/procurement, special projects, or similar analytical and/or program management experience in a municipal or similar setting and at least two (2) years of supervisory experience.
- Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, finance, accounting, or a related field.
- Experience performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities.
- Experience advising management and leadership in performance management and employee relations issues, highly desirable.
- Possession of, or an ability to obtain, a valid California Driver's License at time of hire.

Ideal candidates will have a record of demonstrating the following:

- **Creative and Innovative Thinking** – Evaluating past practices and best practices; developing creative and innovative solutions that improve outcomes and/or promote efficiency; implementing and managing change.
- **Managing Work** – Effectively managing time and resources to ensure that work is completed efficiently, with self-management and independent judgment.
- **Decision Making** – Identifying and understanding issues, problems, and opportunities for improvement; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- **Planning and Organizing** – Establishing courses of action for self and others to ensure that work is completed efficiently and accurately.
- **Interpersonal Communication** – Developing and maintaining effective working relationships with others; relating well to people from varied backgrounds and in different situations.
- **Continuous Learning and Self-Development** – Actively identifying, creating and participating in learning opportunities; using newly gained knowledge on the job and learning through its application.

Are you interested in growing with the Redwood City Human Resources Department team?

Submit your application via www.CalOpps.org by Sunday, August 25, 2024

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

The Fine Print

Applicants who best meet the qualifications and requirements for the position will be invited to participate in the selection process.

- Oral board interviews may be conducted via Zoom, tentatively scheduled for September 11, 2024
- Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including criminal history, DMV, a DOJ fingerprint check, and reference check. Reference checks will be conducted in close coordination with the candidate.
- Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Letty Juárez at Ljuarez@redwoodcity.org
- Redwood City is an Equal Opportunity Employer.
- Provisions in this document may be modified or revoked without notice.
- Recruitment 24A-36
- Questions? Read hiring process [FAQs](#), or reach out via email to Letty Juárez via email at LJuarez@redwoodcity.org

Perks and Benefits:

- **Eligible for merit-based salary increases** - ranging from 4% to 7% at 6 months, and annually thereafter, depending on performance.
- **Hybrid/Telework, and Flexible Work Schedules** – The HR Department supports hybrid, teleworking schedule options for our entire team, as well as flexible and alternate work schedule options.
- **Pension membership in the [California Public Employees Retirement System](#) (CalPERS)** – New members join 2% at age 62; current members join 2% at age 60. For those unfamiliar with CalPERS:
 - It's the largest retirement pension system in the United States. When you retire, CalPERS pays you a percentage of your salary for the rest of your retirement. Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors. You don't have to stay with one employer for your entire career in order to keep earning towards your pension. There are nearly 3,000 employers in California participating in CalPERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
- The City does not participate in **Social Security**.
- **Health, Dental & Vision Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the health insurance premium, up to \$2,002 per month in 2024, and 90% of dental and vision premiums.
- **Employee Assistance Program** – Obtain a range of supportive services, including free counseling.
- **Generous Paid Time-Off**
 - Vacation leave – 10 to 25 days per year, depending on years of service
 - Sick leave – 12 days per year
 - Paid holidays – 15 days per year
 - Total paid time off (categories above combined) – 37-52 days per year (~7-10 weeks)
- **Free Fitness Center Access at City Facilities**
- **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.
- **Free Employee Parking**
- **City Hall within walking distance to Caltrain station** (6 minutes)
- **Downtown Office** – Bright, spacious office located in Redwood City's vibrant downtown, with restaurants, shops and other amenities nearby.
- **Education, Technology & Wellness Reimbursement** of \$2,000 annually. \$2,000 may be used for courses taken as a part of a degree program. Up to \$1,000 may be used for job-related professional development classes outside of a degree program. Up to \$750 may be used to purchase a computer, phone, or other personal technology equipment, or wellness services (e.g. gym membership, massage, etc.).
- **Deferred Compensation** (457) – The City contributes 2% of your salary to a deferred compensation plan. Additionally, employees may contribute up to \$19,500 per year on a pre-tax basis, or up to \$26,000 if over age 50. The plan allows you to automatically save a portion of your salary and invest it. Your taxable income is reduced by the amount you save on a pre-tax basis. Your earnings are automatically reinvested, helping your money grow over time.
- **Life Insurance** – Policies available equal to one and one-half times the employee's annual salary, at a 60/40 premium split between the City and employee respectively.
- **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a \$3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of \$6,000.

Supplemental Questions



The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses. As a rough guide with regard to maximum length, we anticipate that candidates should easily be able to answer both questions without going beyond a combined total of 1,400 words.

1. Share an example of a time when you took initiative, identified a problem, and implemented an innovative solution.

Possible topics to cover in your answer may include:

- What was the problem?
 - How did you identify it?
 - How did you develop and implement the solution?
 - What obstacles did you face, and how did you overcome them?
 - What was the end result?
2. Describe your professional experience and training in each of the areas listed; specify your years of experience, the employing agency, your role and responsibilities:
 - i. ERP/HRIS Implementation and/or Management
 - ii. Employee Relations
 - iii. Training, Learning and Development
 - iv. Performance Management