



The
County of San Diego
Invites Resumes for
***Labor Relations
Manager***
(Executive Management)

Anticipated Hiring Range is
Up to \$127,500 Annually
Depending on Qualifications

Excellent Benefits including:

- 13 Paid Holidays
- 13 Sick Days per Year
- Vacation—15 Days (1-4 Years of Service); 20 Days (5-14 Years of Service); 25 days (15+ Years of Service)
- Defined Benefit Retirement Plan
- Cafeteria-Style Health Plan with Flexible Spending Account
- Long Term Disability Insurance
- Wellness Incentives
- Eligible for Reimbursement of Relocation Expenses up to \$15,000

Filing Period:
OPEN UNTIL FILLED



ABOUT SAN DIEGO

San Diego County is California's oldest county and is home to over three million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,200 square miles with 70 miles of Pacific Ocean beach, two beautiful bays, several mountain ranges and a breathtaking desert. The County area is 65 miles from north to south and 86 miles from east to west.

World-renowned tourist attractions include Sea World, Palomar Observatory, and the San Diego Zoo located in magnificent Balboa Park. The region is home to professional sports teams including the Chargers (football) and the Padres (baseball). The arts - music, dance, opera, art film and museums - are abundant.

COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. The County operates under the General Management System (GMS). County services are provided by five business groups, that are headed by Deputy Chief Administrative Officers (DCAOs), who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).

DEPARTMENT OF HUMAN RESOURCES

The mission of the Department of Human Resources (DHR) is to provide and retain a skilled competent and diverse workforce for County of San Diego departments so that they may deliver superior services to the residents and visitors.

DHR is an award-winning department with accolades including the International Public Management Association for Human Resources (IPMA-HR) Large Agency Award of Excellence. DHR was also recognized for the Work Safe/Stay Healthy (WSSH) and Injury and Illness Prevention programs, online training for employees and a streamlined job application process. Other innovations include communication to employees about the County initiative to modernize its workforce; the Customer Service Program, Serving Everyone with Excellence; Wellness Initiatives; and numerous leadership training and certificate programs.

LABOR RELATIONS DIVISION

The Labor Relations Division is dedicated to maintaining positive labor-management relations between the County, its employees and employee organizations; and resolving disputes regarding terms and conditions of employment between the County and the unions.



Labor Relations Manager

Labor Relations responsibilities include:

- Negotiating labor agreements with unions representing 25 bargaining units and 13 Memoranda of Agreements.
- Monitoring compliance with all labor contract terms and conditions of employment.
- Providing advice and counsel to County management on labor relations issues.
- Representing County departments in grievance and arbitration hearings.
- Administering the Labor Relations Ordinance.
- Providing labor relations training to supervisors and management.

THE POSITION

This executive management position reports to the Director, Human Resources and is responsible for formulating policy and managing the labor relation functions which include: negotiating and administering labor relations contracts and administering the Labor Relations Ordinance and County grievance procedures.



KEY RESPONSIBILITIES

- Plans, directs, organizes, and coordinates the overall administration activities of the Labor Relations Office.
- Conducts the negotiation of labor agreements with unions or organizations representing county employees.
- Develops labor relation policy, procedures, plans, and strategies.
- Resolves differences with employee organizations and communicates county's position during negotiations or grievances.
- Acts as the county's representative in mediation and fact-finding sessions.
- Administers the Labor Relations Ordinance and responds to Public Employment Relations Board inquiries.
- Administers negotiated grievance procedures and arbitration proceedings.
- Supervises subordinate staff.

QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency and five (5) years of professional experience negotiating successful labor relations agreements between management and unions. Previous experience must have included three (3) years of experience in overseeing Labor Relations activities in a large organization.

THE IDEAL CANDIDATE

The ideal candidate will also possess a professional history that demonstrates combination of the following necessary leadership competencies and attributes:

- Seeks to understand perspectives and needs of others
- Establishes rapport easily
- Superior influence and persuasion skills
- Carefully adapts message to others
- Ability to build consensus
- Anticipates future consequences and trends accurately; applies knowledge appropriately
- Integrates data from many sources before drawing conclusions and taking action
- Carefully considers implications and impact of decisions across time and on others
- Expert skills in the area of Labor Advocacy and contract negotiation
- Accountable for achieving agreements within prescribed parameters and ability to build a consensus in a collaborative manner among diverse entities
- A thorough understanding of the structure and administration of public employee pensions and benefits
- Experience preparing and presenting arbitrations
- Extensive experience in dispute resolution processes including mediation and formal fact finding
- Demonstrated capability to manage and motivate staff

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

APPLICATION AND SELECTION PROCEDURE

You are encouraged to apply immediately as interviews will be scheduled as soon as possible with top competitors. Employment applications can be accessed and submitted online at www.sdcounty.ca.gov/hr. In addition to completing the application, please attach a copy of your résumé, copy of degree or transcripts and complete the supplemental questions in the application process.

Questions may be directed to Kevin Scott, Senior Human Resources Analyst at Kevin.Scott@sdcounty.ca.gov.

SPECIAL NOTES

Persons serving in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.