



CHANGE

SAN DIEGO WITH US

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GROUP PROGRAM MANAGER

Office of Labor Standards and Enforcement

Anticipated Hiring Range: \$100,000 - \$120,000

Excellent Benefits Package

sandiegocounty.gov

THE POSITION

The Office of Labor Standards and Enforcement (OLSE) of the County of San Diego is seeking applications from highly qualified individuals to serve as a **Group Program Manager**. This position is an unclassified management position that will be responsible for developing and implementing the **OLSE Enforcement Program**. The Group Program Manager will play a key role in achieving the department's goal to prioritize the fair treatment of workers by advancing labor standards through community engagement, education, and enforcement. This position requires a culturally competent leader who values and can leverage San Diego County's diversity to advance the County's commitment to an equitable and inclusive region.

The key responsibilities of the Group Program Manager position will include:

- Plans, organizes, directs, and manages all activities of the OLSE's *Enforcement Program*
- Investigates allegations of wage theft as part of the *Enforcement Program*
- Develops, recommends, and implements County policy and procedures related to labor standards and enforcement
- Directs the development and implementation of short and long-range plans and objectives related to the functions of the *Enforcement Program*
- Directs the development, implementation, and monitoring of appropriate performance indicator data collection and analysis of the program and monitors progress toward accomplishing program objectives
- Prepares statements of work for requests for proposals for outside services; reviews and negotiates contracts for outside services
- Oversees the budget and monitors revenue and expenditure transactions regarding the program

OFFICE OF LABOR STANDARDS AND ENFORCEMENT

The Office of Labor Standards and Enforcement is a new office housed within the Finance and General Government Group that was established as a Board of Supervisors priority under the County of San Diego's Framework for the Future. The OLSE will be the local government entity that serves as a resource for workers and business owners alike to get clarity and information about laws and regulations related to businesses in San Diego County, ensuring we are enforcing labor standards laws to protect workers and they are treated fairly in San Diego County. The overall scope and responsibilities of the Office of Labor Standards and Enforcement include:

- Providing a central location for questions and connection to resources for workers across San Diego County
- Providing a robust education and outreach program that engages with worker and employer stakeholders on important worker issues
- Acting as the County expert on worker issues, including data collection and research initiatives, in order to better understand regional workplace issues, trends, gaps in services, and potential policies that would further goals of protecting and advancing fair and safe workplaces for all
- Identifying options and developing programs for the County in the enforcement of state and local laws and regulations impacting workers within the County's jurisdictional boundaries
- Coordinating with other County departments and offices that monitor and enforce contracting and permitting requirements relating to wage theft and expenditure of County funds
- Enforcing California Labor Standards laws for the San Diego County region under the new Workers' Rights Enforcement Grant Program





THE IDEAL CANDIDATE

The ideal candidate for this position will possess a professional history that demonstrates the following leadership competencies, attributes, and experience:

- Knowledge and experience related to labor laws and compliance, specifically wage and hour laws, employment law broadly, and enforcing labor standards
- Experience enforcing wage/hour and labor code violations
- Knowledge in working with wage/hour and other CA Labor Code violations
- Experience in investigations, especially in wage/hour issues
- Experience in engaging, embracing, and celebrating the culture, diversity, and values of the community; and knowledge of practices that support diversity, inclusion, and cultural competency
- Sufficient knowledge of equity, diversity, inclusion, belonging, and racial justice to inform and align programs, proposals, and policies to the County's Operational and Strategic Plans, through this lens
- Ability to thoughtfully communicate and respectfully engage diverse stakeholders
- Experience speaking with diverse audiences and/or experience as a trainer
- Knowledge or familiarity with community-based organizations, especially in the areas of worker and employer issues
- Contract management experiences such as drafting, monitoring, managing, and developing requests for proposals (RFPs) and statements of work (SOW)

MINIMUM QUALIFICATIONS

Three (3) years of experience that demonstrates the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university or a certified foreign studies equivalency may substitute for up to one (1) year of the required experience.



THE COMMUNITY OF SAN DIEGO

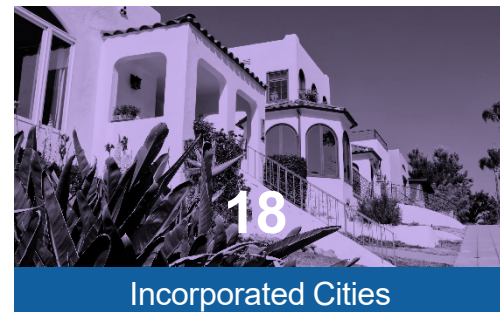
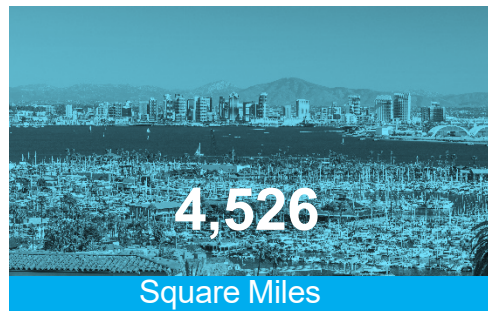
From our world-class beaches to almost year-round sunny weather, San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp District.

SAN DIEGO WEATHER ANNUAL AVERAGES

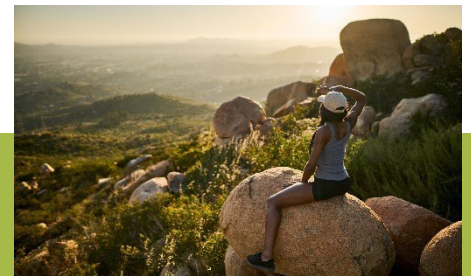
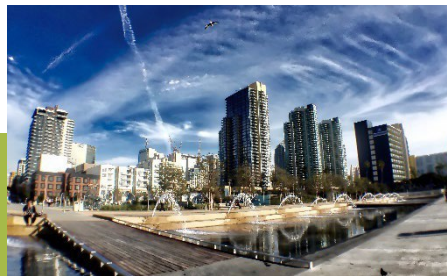
HIGH TEMPERATURE: 70°F

LOW TEMPERATURE: 58°F

RAINFALL: 10.4 INCHES



Heading east you will find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. Head west, and you will run into over 70+ miles of pristine coastline.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.



LIVE WELL
SAN DIEGO

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information, please visit www.livewellsd.org

COMPENSATION & BENEFITS

The anticipated hiring range is \$100,000 - \$120,000 annually. Salary reviews are performance-based and goal-oriented. **Benefits include:**

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off, and a total of 3 days of paid emergency child and /or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$15,000

SPECIAL NOTES

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

HOW TO APPLY

You may complete an online application at www.sandiegocounty.gov/hr select the Current Job Postings link, Job Number 24031807U. Applications should include a copy of your resume, college degree, final transcript, diploma, or foreign studies equivalency certificate (if education was obtained outside of the U.S.). **Interviews are projected to occur during the last week of September 2024.** Interested candidates are encouraged to apply as soon as possible for consideration.

You may direct any questions regarding the application and selection process to Jorge Puente, Executive Recruiter, Department of Human Resources at Jorge.Puente@sdcounty.ca.gov.

Questions about the position should be directed to Shontay Turner, Group Human Resources Director at Shontay.Turner@sdcounty.ca.gov.

