

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## SHERIFF'S EMPLOYEE RELATIONS MANAGER

Promotional Opportunity

SAN DIEGO SHERIFF'S DEPARTMENT

Anticipated Hiring Range \$93,000.00 to \$110,000.00

Excellent Benefits Package

[www.sandiegocounty.gov](http://www.sandiegocounty.gov)

# SHERIFF'S EMPLOYEE RELATIONS MANAGER | COUNTY OF SAN DIEGO

## SHERIFF'S DEPARTMENT

The County of San Diego, Sheriff's Department is accepting on-line applications and résumés from qualified individuals for Sheriff's Employee Relations Manager. The Sheriff's Department is one of ten departments assigned to the Public Safety Group. Under general direction of the Assistant Sheriff, Human Resource Services Bureau, the Sheriff's Employee Relations Manager has significant responsibility for formulating policy and for managing employee relations activities, involving both sworn and professional staff, for the Sheriff's Department.

**THE POSITION:** The Sheriff's Employee Relations Manager serves as the principal advisor to the Assistant Sheriff, Human Resource Services Bureau on employee and personnel matters, and resolves sensitive personnel problems in the Sheriff's department. The primary responsibilities are to plan, direct, organize, and coordinate the comprehensive employee relations function of the Sheriff's Department.

**THE IDEAL CANDIDATE:** The ideal candidate will be a decision-maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and be committed to achieving excellence. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- Possess expansive knowledge of relevant federal, state, and county labor and employment laws, guidelines, rules, and regulations
- Have demonstrated knowledge in the organization, policies, procedures, and operations of the Sheriff's Department and the County
- Be a strategic planner who is knowledgeable of current technology and trends in the profession
- Commit self and others to improve performance and reach challenging goals
- Maintain a global perspective in all activities and decisions
- Be familiar with the concept and principles of grievance procedures and dispute resolution techniques
- Able to actively engage with personnel at all levels including the ability to delegate and empower department personnel
- Stimulating and actively initiating organizational change

## MINIMUM QUALIFICATIONS

Qualified candidates will possess a bachelor's degree from an accredited U.S. college or university, or a certified equivalency for foreign studies, AND, three (3) years of experience that demonstrates the ability to perform the essential functions of the classification.

## COMPENSATION

The anticipated hiring range upon appointment for this position will be \$93,000.00 to \$110,000.00. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

## BENEFITS

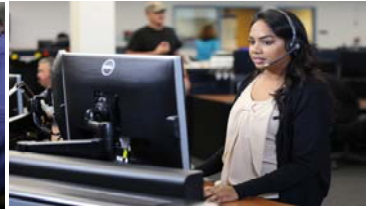
- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans

## SHERIFF'S DEPARTMENT

The Sheriff's Department's of the County of San Diego enhances San Diegans' quality of life by providing the highest quality safety services in an effort to make San Diego the safest urban county in the nation. Along with patrol and investigative operations, the Sheriff's Department provides support, search and rescue operations, forensic support for the San Diego region, operates seven detention facilities, and provide security to seven courthouses. The department is one of the largest Sheriff's Departments in the nation with an annual operating budget of \$889.9 million with a total of approximately 4,300 employees.

Human Resources Services Bureau: The functions of this division are to ensure public confidence in the Sheriff's Department by hiring good people, training them well, and monitoring their performance on an on-going basis. Human Resource Services is responsible for the following functions:

- Background Investigations
- Career Path
- Detentions/Court Services Academy
- In-Service Training
- Recruiting
- Regional Basic Academy
- Risk Management
- Weapons Training



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 70 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$6.26 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

## 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). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications and résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The closing date for applications and résumé submittal is Sunday, June 3, at 11:59 p.m.

## SPECIAL NOTES

Persons serving in positions 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. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## NOTES

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](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



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.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Anna Lisa Acedo, Human Resources Services Manager, at [AnnaLisa.Acedo@sdcounty.ca.gov](mailto:AnnaLisa.Acedo@sdcounty.ca.gov). Questions about the position or department should be directed to Billie Jean Tamayo, Group Human Resources Director for the Public Safety Group at [BillieJean.Tamayo@sdcounty.ca.gov](mailto:BillieJean.Tamayo@sdcounty.ca.gov).

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