



The County of San Bernardino

invites applications for the position of
Employee Relations Chief
\$97,718 to \$125,028 per annum plus excellent benefits

Open until filled—Apply ASAP

The Position

The County of San Bernardino is recruiting for an Employee Relations Chief to manage the Employee Relations Division of the Human Resources Department. This position is primarily responsible for all employee-employer activities for the County and participates in labor negotiations.

The County of San Bernardino has a diverse workforce of approximately 18,000 employees who are represented by five employee organizations comprised of sixteen bargaining units, operating under seven labor agreements.

Key responsibilities include:

- ◆ Administering the provisions of Memoranda of Understanding, Personnel Rules, and Employee Relations Ordinance.
- ◆ Developing County management bargaining goals, objectives, and strategies.
- ◆ Advising the Director of Human Resources on labor relations issues.
- ◆ Negotiating with labor organizations on Memoranda of Understanding, rules, and policies.
- ◆ Making presentations before various decision-making bodies.
- ◆ Directing the staff of and managing the Employee Relations Division, including administering the division budget.
- ◆ Advising and counseling department managers on trends in employee relations legislation and other labor relations matters.

Minimum Qualifications

Education: A Bachelor's Degree in human resources management, industrial relations, organizational psychology, public or business administration, or another job relevant field.

Experience: Five years of recent (within the last seven years) advanced professional employee and labor relations experience in a large organization with multiple employee representation units. Experience must include handling grievances and disciplinary actions in a unionized environment.

The Ideal Candidate Profile:

The ideal candidate will be an experienced human resources professional with a demonstrated record of achievement in the management of employee and labor relations. The ideal candidate will also possess a collaborative and inclusive, yet decisive, style of management that is conducive to establishing and fostering positive working relationships with all stakeholders. In addition, the ideal candidate will have extensive knowledge of public sector employee and labor relations, as well as experience researching labor relations issues, costing labor relations proposals, administering employee relations ordinances, and conducting or managing administrative hearings (PERB, Civil Service and Unfair Labor Practices), grievance arbitrations, and disciplinary hearings.

Applicants with an acceptable combination of relevant education, training and experience may be considered.

Application and Selection Process

To be considered for this exciting career opportunity, please submit a completed **County application or detailed résumé and the supplemental questionnaire for Employee Relations Chief** demonstrating possession of the minimum qualifications. The selection process will consist of a competitive evaluation of qualifications based on a review of the application materials. Those who demonstrate exceptional qualifications will be referred to the Director of Human Resources for a hiring interview.

Applications will be accepted until a sufficient number of qualified applications has been received.

Applicants are encouraged to apply online at: www.sbcounty.gov/hr.

Detailed résumés and responses to the supplemental questionnaire may be e-mailed to: ERChief@hr.sbcounty.gov

Employee Relations Chief

County of San Bernardino

Salary and Benefits

\$97,718 to \$125,028 per annum

Benefit Package for this Position Includes:

- ◆ 14 Paid Holidays ◆ 10 Days Paid Administrative Leave
 - ◆ Up to 4 Weeks Paid Vacation with Unlimited Accrual
 - ◆ 96 Hours of Annual Sick Leave with Unlimited Accrual
- ◆ County Provides 7% of Base Salary Plus \$326 per Month toward Employee Retirement Contribution
- ◆ 401(k) with County Match of 2 Times the Employee's Contribution, up to 4% of the Employee's Base Salary
 - ◆ 457(b) Deferred Compensation Plan with County Match
 - ◆ \$230 Bi-Weekly Benefit Plan Dollars for Health and Dental
- ◆ Medical Premium Subsidy for Employee Dependent Coverage
 - ◆ Paid Vision Insurance with Dependent Coverage
- ◆ Paid Long and Short-Term Disability Insurance ◆ County Paid \$50,000 Term Life Insurance
- ◆ Variable Universal Life Insurance Policy; County pays 25% of Premium of 1Time Annual Salary
 - ◆ Retirement Medical Trust Plan (VEBA)
 - ◆ Voluntary Dependent Care Assistance Plan (DCAP)
- ◆ Medical Expense Reimbursement Plan (FSA) with County Match up to \$40 per Pay Period
 - ◆ \$1,000 Tuition or Membership Reimbursement
 - ◆ Relocation Assistance

For detailed information on Exempt Group C benefits, visit our website at www.sbcounty.gov/hr/benefits.



The Human Resources Department is committed to providing effective customer service to all departments, employees, and constituents of the County of San Bernardino, through the timely delivery of innovative, quality human resources systems, programs, and services.

OUR GOAL IS TO MAKE THE COUNTY OF SAN BERNARDINO YOUR EMPLOYER OF CHOICE!

County of San Bernardino



Located in the heart of Southern California, the County of San Bernardino is geographically the largest county in the contiguous United States and home to over two million residents.

Immediately east of Los Angeles County, its terrain is a blend of mountains, rolling hills, valleys, lakes, and deserts, providing ample summer and winter recreational activities. A network of Interstate and other highways

provide easy access to Southern California's beaches, ski resorts, amusement parks, and other resort destinations. The County has an international airport, excellent school systems, and close proximity to many top ranked private and public universities.

Contact Information

For further information contact:

Tammy Ballesteros
County of San Bernardino
Human Resources

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San Bernardino, CA 92415-0440
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www.sbcounty.gov/hr

Exempt Group C

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EEO/ADA Compliant Employer

Employee Relations Chief

County of San Bernardino

Supplemental Questionnaire

It is the applicant's responsibility to ensure that the application or résumé, as submitted, is complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions below; a résumé is not an acceptable substitute for completing this questionnaire. It is to your advantage to provide complete and thorough responses to each area. Only the highest rated candidates, based on the materials submitted, will receive further consideration.

Please submit your answers on a separate sheet of paper or apply online at www.sbcounty.gov/hr.

Describe in detail, but as concisely as possible, your experience in each of the following areas. Include names of employers and dates of employment.

1. **GRIEVANCE HANDLING AND ADMINISTRATION OF LABOR AGREEMENTS** (include experience presenting cases before hearing bodies):
2. **ADMINISTRATIVE/MANAGEMENT** (include program administration, size of budget administered, number of staff supervised):
3. **INVOLVEMENT IN NEGOTIATING COLLECTIVE BARGAINING AGREEMENTS** (include information pertaining to the size of the organization represented, the names and number of the labor organizations, and your role in the negotiations process):
4. **EMPLOYEE DISCIPLINARY PROCESS** (include experience presenting cases before hearing bodies):
5. **DEVELOPING AND IMPLEMENTING HUMAN RESOURCES POLICIES AND PROCEDURES:**
6. **WRITING SAMPLE** (Please submit a writing sample of your work in one of the above areas, redacted for confidentiality, with a brief explanation of the issue and achieved goal or resolution):