

# Labor Relations Manager

Alameda County Human Resources Services Department

Invites you to apply for the position for

\$124,467.20—\$152,817.60 Annually, DOQ



**Apply today!**

Qualified applicants may complete an application and supplemental questionnaire online at [www.acgov.org/hrs](http://www.acgov.org/hrs)

Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

## THE COMMUNITY

Alameda County with a population approaching 1.6 million residents is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. Alameda is the second largest county in the Bay Area and the seventh largest county in the State. The County encompasses 14 incorporated cities and six unincorporated areas that span a total of 738 square miles. Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. The County itself is one of the most diverse regions in the entire country.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The region is home to three professional sports teams: the Oakland A’s, Oakland Raiders and the Golden State Warriors. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit (BART) system and the San Francisco Bay Ferry.



## THE HUMAN RESOURCES DEPARTMENT

The Human Resource Services Department provides state and local mandated support services to all County agencies, departments and to some special districts regarding: merit-based examinations, position classification, salary administration, grievance resolution, disciplinary appeals, labor negotiations, unemployment insurance, employee benefits, disability case management, training and organizational development and provides departmental personnel support services.

**The Department**, further supports the Civil Service Commission and its implementation of the Civil Service Rules. We pride ourselves in delivering high quality and timely human resource services in partnership with County agencies, departments and special districts to enable our customers to reach their organizational goals.

## THE POSITION

The Labor Relations Manager reports to the Director of Human Resource Services, and is responsible for administering, coordinating and managing the operations of the County-wide labor relations programs. Major responsibilities include development and implementation of labor relations goals, policies and priorities, overseeing and conducting meet and confer and negotiations sessions, interpreting contract language, the administrative code, and salary ordinance provisions and providing labor relations support to senior level management county-wide on the most complex, sensitive and difficult labor issues.

The incumbent is expected to establish and maintain solid working relationships with the County Administrator’s Office and the Board of Supervisors and routinely make presentations to obtain negotiating authority in closed sessions. Additionally, the incumbent supervises a team of six full time professional and clerical staff members.



## MINIMUM QUALIFICATIONS

**Education:** Possession of a Bachelor's degree from an accredited college or university in a related field.

AND

**Experience:** The equivalent of five years of recent increasingly/responsible professional experience in labor relations activities including at the table negotiations. Two years must include supervising professional level staff.



## THE IDEAL CANDIDATE

The successful candidate is a seasoned professional whose background reflects progressively responsible experience at the bargaining table and in **administering complex** labor contracts with multiple stakeholders. The most qualified candidates will have significant experience **supervising** and leading labor analysts in the **research and preparation** of data, analysis and strategy in support of labor negotiations.

In addition to meeting the minimum qualification of the position, the ideal candidate will exemplify the following critical attributes:

- A capable **decision maker** who identifies and understands issues, problems, and opportunities and who compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or develops appropriate solutions.
- A flexible and resilient leader who **maintains effectiveness** during major changes in work responsibilities or environment and who can **adjust**

**effectively** to working within new work structures, processes, requirements, or cultures.

- An **effective communicator** who clearly conveys information and ideas **verbally** and in **writing** to individuals or groups in a manner that meets audience needs and helps them understand and retain the message.
- Skilled at developing and **maintaining strategic relationships** with others. and relates well to people from varied backgrounds and in different situations.
- A **politically astute leader** who maintains and promotes individual and organizational **integrity**, high standards and values in the conduct of all activities.



## Selection Process/Schedule

- **Deadline for filing:**  
5:00 p.m. Friday, December 18, 2015
- **Application and Supplemental Questionnaire review for the "Best Qualified" candidates:**  
Monday, January 4, 2016
- **Panel Interviews:**  
Thursday, January 21, 2016

Applications and responses to the supplemental questionnaire will be screened according to the qualifications outlined in the *Minimum Qualifications* and *Ideal Candidate* sections of this brochure. The most qualified candidates will be invited to participate in the selection process.

## SUPPLEMENTAL QUESTIONS

This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed responses to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.**

Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Please describe your role in the most contentious or challenging labor negotiation situation that you have managed. What was your role? What were your actions? What was the outcome?
2. The Meyers-Milias-Brown Act requires public sector employers to meet and confer on wages, hours, and other terms and conditions of employment. Please describe a successful meet and confer session that you played a significant role in. What was the issue? What was your role? What was the outcome?
3. Please describe the role you played in advising a client manager about a complex or difficult performance management or conduct issue. What was the issue? What was your role? What was the result?

## COMPENSATION

The salary for the Labor Relations Manager is up to \$152,817.60 annually, DOQ. The County also offers an attractive management benefits program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave, Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan

If you have questions regarding this bulletin, please contact:  
[Samson.gee@acgov.org](mailto:Samson.gee@acgov.org)