

SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION

Employee Relations Analyst II

THE POSITION

The San Joaquin County Human Resources Division is seeking an experienced professional who possess a comprehensive public sector labor relations background. This position will assist the Principal Employee Relations Analyst by investigating grievances and complaints, serving as a member of management negotiation team during contract negotiations and advises management on proper interpretation and application of union contracts.

The ideal candidate will be detail-orientated, work well under pressure, have the ability to multi-task multiple projects and successfully meet deadlines, be highly analytical and demonstrate strong critical thinking skills.

THE DEPARTMENT

Human Resources, a division of the County Administrator's Office, provides centralized human resources services for all County departments including: recruitment; exam development; EEO program; staff development training programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises on disciplinary actions and counseling matters; and provides staff support for the Civil Service Commission.

OUR MISSION

The mission of the Human Resources Division is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, and who represent the diverse community we work and live in.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
0516-RB5401-01



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TYPICAL DUTIES

- ◆ Investigates a wide variety of grievances and complaints, determines if violations occurred, and makes recommendations for resolution; prepares the County response; prepares materials for hearings and assists in representing County management in hearings
- ◆ Conducts surveys and gathers information related to collective bargaining; participates in developing the County's position on matters within the scope of bargaining; participates in the preparation of materials needed for negotiations; serves as a member of the negotiating team
- ◆ Advises County supervisors and managers regarding the interpretation and application of Memoranda of Understanding, the Employee-Employer Relations Policy, and various other policies and ordinances dealing with employee relations
- ◆ Advises County supervisors and managers on a wide variety of disciplinary matters; recommends strategies for handling discipline cases; reviews proposed actions for consistency and compliance with policy
- ◆ Provides training to County supervisors and managers regarding MOU changes, employee relations policies, and the proper practices for handling complaints, grievances, and other areas of employee relations
- ◆ Prepares correspondence and analytical reports
- ◆ Directs clerical staff on the processing of arbitration hearings
- ◆ Participates in activities relating to certification and decertification elections as specified in the County's Employee-Employer Relations Policy
- ◆ Assists in the development, review and maintenance of assigned budgets

MINIMUM QUALIFICATIONS

Experience: One year as an Employee Relations Analyst I in San Joaquin County Service.

OR PATTERN II

Education: Graduation from an accredited four-year college or university, preferably with a major in public or business administration, industrial psychology, social science, or another area that included coursework in human resources or labor relations.

Experience: **Either** one (1) year performing professional collective bargaining, negotiations, and employee/labor relations work; **OR** one (1) year performing professional personnel work that included participation in employee/labor relations activities such as employee discipline, complaint investigations, or other activities that required interfacing with union representatives.

Substitution: Additional experience performing professional or paraprofessional personnel, employee/labor relations, or personnel-related administrative/analytical work may substitute for the required education on a year-for-year basis.

AND FOR BOTH PATTERNS

License: Possession of a valid California driver's license.

RECRUITMENT INCENTIVES**

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

***Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*



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COMPENSATION PACKAGE

Approx. Monthly Salary: \$5,449-\$6,625

In addition to base salary, the County offers the following competitive benefits:

- ◆ 10% Confidential Unit Supplemental Pay
- ◆ 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ Vacation cash-out up to 8 days annually
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is unrepresented.

Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit pay in lieu of retaining their cafeteria allowance.

APPLICATION AND SELECTION

Completed application package must include supplemental application and be received by the final filing deadline.

Apply online today at www.sigov.org/hr or submit your application, supplemental application and resume to:

Final Filing Date: May 27, 2016
San Joaquin County Human Resources
Attn: Rachel Novetzke
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

NOTE: Job offers that are extended to position in the Confidential Unit are contingent on successfully passing a pre-employment background.





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SUPPLEMENTAL QUESTIONS

This supplemental application is considered an extension of your employment application and will be reviewed to help assess your qualifications. Include in your responses the employer, dates of employment, and the specific job duties. Please respond to the questions on a separate sheet and submit along with your completed employment application.

1. Do you possess a bachelor's degree from an accredited college or university? (*Majors in public or business administration, industrial psychology, social science, or another area that included coursework in human resources or labor relations are highly preferred*).

Yes No

If you answered yes, please provide the following information (If "no", please make sure the clearly note how many semester/quarterly units of college you have completed in the education section of your employment application):

Major: _____

College/University: _____

2. Provide, in detail, your experience performing professional collective bargaining, negotiations, and employee/labor relations work. Include in your answer: The union organizations you have experience working with, your role in collective bargaining, and the approximate number of employees covered under the bargaining units in the areas you've worked for. (*NOTE: Employer, dates of employment and hours per week worked should clearly be defined on your employment application*).

3. Describe your professional labor relations experience in activities such as employee discipline, complaint investigations and/or interpreting MOU or similar labor contract language to managers and departments.

4. Please note any additional professional Human Resources and/or Labor Relations certifications that you possess: _____