

San Joaquin County Employment Opportunity

Employee Relations Manager

ABOUT THE POSITION

The Employee Relations Manager, operating under general direction within the Human Resources Division, occupies a pivotal position characterized by its highly advanced responsibilities. This role involves undertaking complex management, administrative, and professional public labor relations work, representing County management in grievance and complaint hearings, and offering expert advice on labor relations matters. As a key participant in collective bargaining negotiations, the incumbent plays a crucial role in ensuring favorable outcomes for both County management and employees. The role also encompasses routine supervision and review of other professional staff within the Labor Relations Analyst series. This Leadership position demands a wealth of experience, a deep understanding of relevant laws and regulations, and a proven ability to navigate and resolve intricate labor-related challenges with a high degree of autonomy.

THE IDEAL CANDIDATE

The ideal candidate will have a proven track record of leadership and labor relations. Their ability to skillfully manage employee and labor relations staff ensures operational excellence and fosters collaboration with key stakeholders. With a proactive mindset, they strategically oversee staff work, evaluate performance, and address training needs. Their expertise in labor relations is showcased through active involvement in grievance and complaint investigations, engaging in strategic negotiations, and potential service as Chief Negotiator. Providing counsel on legislative changes, they offer guidance to County management. Proficient in crafting reports and documents, this candidate's leadership and labor relations skills position them as an invaluable asset in navigating the landscape of employee relations. Joining our team promises not only professional growth but an exciting opportunity to contribute to organizational success in a dynamic and rewarding environment.

THE DEPARTMENT

Human Resources is a division of the County Administrator's Office and provides centralized HR and labor relations services for all County departments. Services include: Employment Services to include recruitment, retention, exam development, and performance management, EEO Program, Staff Development & Wellness, administration of County health, dental, and voluntary benefit programs, safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides support for the Civil Service Commission, EEOAC, Deferred compensation.

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, who represent the diverse community we work and live in.

Recruitment Announcement
0124-RB5403-01
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

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Employee Relations Manager

Compensation and Benefits

Approximate Annual Total Compensation:

Employee Relations Manager

***\$115,501—\$140,392**

** Approximate annual salary includes 10% confidential supplement*

Future COLA's: July 2024 = 4%; July 2025 = 3%

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- Confidential Unit receive a supplement of 10% on top of base salary (noted above)
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year
- 80 hours of Administrative Leave annually (pro-rated)

Click on link for all [benefits](#).

Recruitment Incentives*

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **New Hire Retention Bonus:** \$2,000 upon completion of first year equivalent employment (2,080 hours); \$1,000 at 6,240 hours; \$3,000 at 12,480 hours.
- **Moving Expenses:** Documented costs to a max of \$2,000

	Step 1	Step 5
Annual Base Salary	\$105,001	\$127,630
10% Supplement (annual)	\$10,500	\$12,762
1% Employer 457 Contribution (annual)	\$1050	\$1276
Vacation Cash Out (8 days)	\$3,230	\$3,927
Total Potential Annual Comp	\$119,781	\$145,595

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the **final filing date**.

Final Filing Date: February 23, 2024

This Civil Service position is unrepresented. Final appointment will be conditional upon passing a Pre-Employment Background and DOJ Live Scan.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



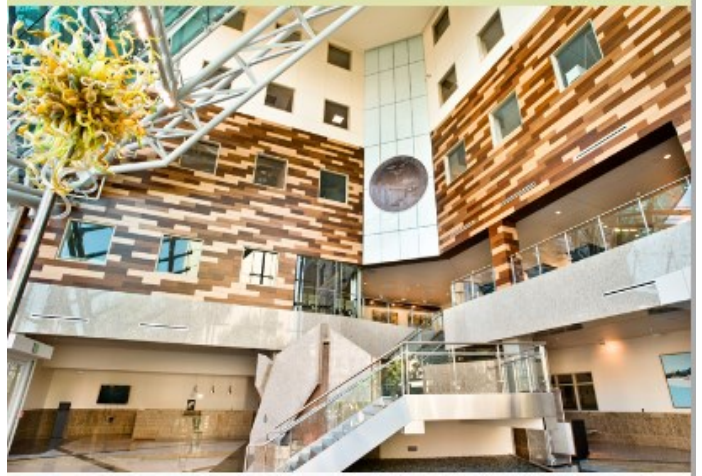
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Primary Duties Include *(not all inclusive):*

- Senior-level role within the Human Resources (HR) Division, focusing on Labor Relations program management
- Manages employee and labor relations staff and programs and ensures the efficiency of assigned operations.
- Plans, directs and oversees the training of managers regarding MOU changes, employee relations policies, and the proper practices for handling complaints, grievances, and other areas of employee relations.
- Directs, assigns, and participates in grievance and complaint investigations; determines if violations have occurred and recommends resolutions to the Director of Human Resources; prepares responses; prepares and presents hearings.
- Corresponds and meets with recognized employee organizations on various HR issues
- May serve as Chief Negotiator if assigned; develops recommendations for County bargaining positions; prepares bargaining position analyses and documents
- Analyzes legislation, case law and administrative regulations in the fields of employee and labor relations, and makes recommendations on their effect and/or implementation.
- Advises County managers interpretation and application of MOU, County policies/ordinances and disciplinary matters.



Minimum Qualifications

Either Pattern I:

Experience: One (1) year as an Employee Relations Analyst III, OR four (4) years as an Employee Relations Analyst II 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 five (5) years performing professional collective bargaining, negotiations, and employee/labor relations work; OR five (5) years 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:

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



Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

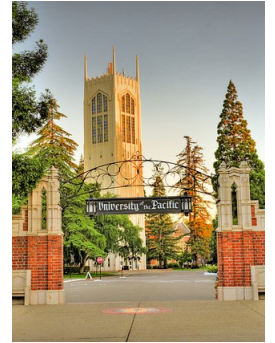
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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