

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

October 27, 2023

TITLE: Deputy Director, Labor Relations & Employee Experience
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Human Resources
APPLICATION DEADLINE: **Sunday, November 26, 2023**
PAY RANGE: **\$X,XXX.XX - \$X,XXX.XX weekly (\$149,062 - \$223,592 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Deputy Director, Labor Relations & Employee Experience reports to the Chief People Officer, and is responsible for overseeing Employee and Labor Relations, Employee Engagement and Internal Communications, and Training and Development for the San Mateo County Transit District (District) which covers Peninsula Corridor Joint Powers Authority (Caltrain) and San Mateo County Transportation Authority.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for employee relations strategies, programs, and policies to ensure a quality work environment for employees.
- Oversee union/management relations on collective bargaining agreements, personnel policies and procedures, and employment laws.
- Serve as a co-chair of District's collective bargaining team.
- Responsible for the development of complex labor costing scenarios and recommendations.
- Responsible for overseeing the administration of the grievance and arbitration program, the Drug-Free workplace program, DMV pull notice program, and the District's ADA/reasonable accommodation process.
- Responsible for the strategic development of organizational and employee training programs and leadership development of District employees.
- Responsible for overseeing internal employee communication and employee engagement activities.
- Supervise staff, hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Oversee the consistent administration of personnel policies and procedures and labor relations programs.
- Oversee the consistent and fair administration of employee corrective and disciplinary actions.
- Develop strategies, proposals and proposal costing, and ensure proper documentation of the negotiations and implementation of the agreements.
- Work closely with District and Union leadership regarding operational or organizational changes and to negotiate significant impacts related to wages, hours or terms and conditions of employment.
- Oversee arbitrations, lawsuits, and other administrative processes including overseeing the gathering of evidence, occasionally acting as District representative during arbitrations, and assure implementation of decisions and arbitration awards.
- Oversee the design, development, and implementation of training and development programs to meet talent needs based on short and long-term business goals.

- Responsible for the development and implementation of training programs for managers, supervisors, employees, and employee representatives in employer-employee matters, and the possible inclusion of these programs in the performance management system for staff.
- Oversee the development of internal communication products, dissemination of key communication efforts and change management.
- Oversee the coordination of town hall events, internal employee engagement events, and employee community outreach events. This includes but not limited to annual events like the Transit Driver Appreciation Day, International Women’s Day, and Pride events.
- Evaluate job performance of staff, which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Chief People Officer who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree or equivalent from an accredited college or university with major course work in public administration, business administration, human resources management or related field.
- Six (6) years of full-time increasingly responsible employee/labor relations management experience, training and development experience, or related.
- Three (3) years full-time management experience.

PREFERRED QUALIFICATIONS:

- SPHR certification desired.
- Experience as an employer advocate in arbitration proceedings.
- Experience as a chair or co-chair in collective bargaining including development and presentation of complex cost proposals.
- Experience with diverse organization structure, ideally with exempt, non-exempt, union, and non-union employees.
- Experience with developing supervisor and leadership training programs.
- Experience with creating employee engagement programs.
- Superior written and oral communication skills.
- Proficient in Microsoft Office Suite.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
 Paid Time Off: Up to 26 days per year
 Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents
Work Location: Select positions are eligible to work remote up to 50% of the time
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, November 27, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.