

CITY OF SANTA ANA

JOB TITLE

Employee Relations Manager (MM)

JOB CODE

01780

DEPARTMENT

Personnel Services

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Personnel Services

JOB SUMMARY

The Employee Relations Manager manages the employee and community relations division, including serving as chief labor negotiator and primary advisor on discipline and grievance.

DESCRIPTION

Negotiates and administers negotiated memoranda of understanding with represented employee groups. Plans, develops, implements, supervises, evaluates and modifies programs in the areas of affirmative action and outreach, employee training and development and labor relations. Supervises the administration of the City's Santa Ana Experience (Responsive, Respectful, and Results) Training and Management Academy Programs, as well as career and general employee training and development. Coordinates Personnel Board meetings and functions as Secretary to the Board. Provides advice and counsel to department managers and employees. Attends and participates in meetings of the City Council to answer questions regarding personnel actions and provides information as needed. Assists Executive Director in setting personnel policies. Establishes division goals and objectives incorporating Santa Ana Experience principles into division procedures and practices. Develops, reviews and revises policies and procedures related to employee relations. Assists with the preparation of the departmental budget. Performs other related functions as assigned.

DESIRED QUALIFICATIONS

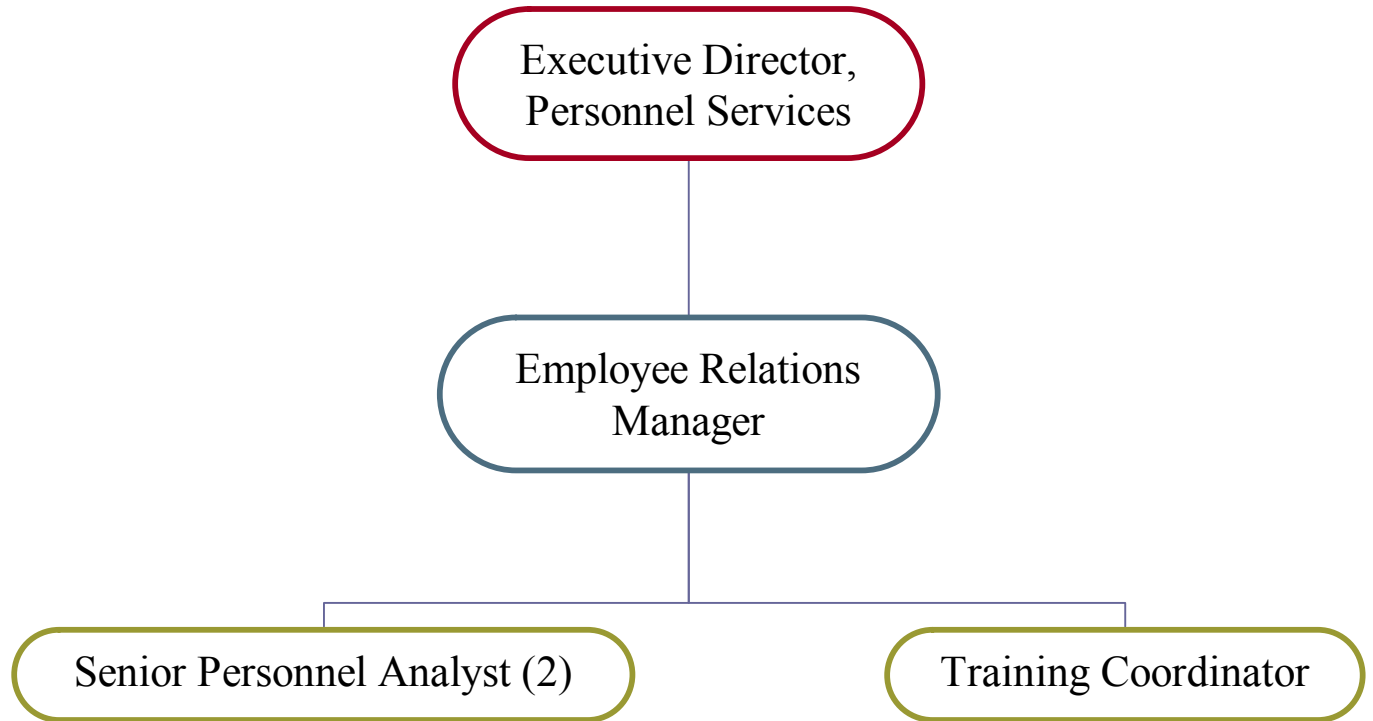
Five years of progressively responsible experience in personnel administration. Graduation from an accredited four-year college or university with a degree in Business Administration, Public Administration, or a related field may be used in conjunction with experience to meet the minimum qualifications. Experience, education and training must provide the knowledge and abilities listed below.

Knowledge of: Merit-based employment rules and regulations; labor laws and their intent; discipline process, due process and just cause; affirmative action and equal employment opportunity laws; employment-related developments in the legislative and judicial area; principles and methods of position classification and wage and salary administration, training, employee relations, recruitment/selection and supervision.

Ability to: Perform as the City's chief labor negotiator; provide advice and counsel on grievances and disciplinary matters; plan and develop programs; evaluate and analyze existing programs and make recommendations; prepare clear, complete, accurate and logical written and oral reports; prepare budget documents and related reports as well as administrative documents and reports; make presentations; maintain effective working relationships with department management, city employees,

employee organizations, elected and appointed City officials and the public.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 96-030, effective 7-1-96

Job Specification Established: 10/95

Revised: 2/96, 4/02

Reviewed: 11/08

ADA approved: 7/02, 11/08