



The County of San Bernardino
invites application for the position of

Labor Relations Analyst
Job Number: 18-03511-01

SALARY

\$4,933.07 - \$6,792.93 Monthly \$59,196.80 - \$81,515.20 Annually

APPLY BY: 03/09/18 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION

Effective July 23, 2018, a 3% salary increase plus a roll-in of the supplemental retirement contribution will increase the maximum annual base salary to \$86,486.

**Additional scheduled increases through July 18, 2020
will bring the maximum annual salary to \$91,743.**



Immediate opportunity for Human Resources professionals with strong analytical skills seeking to advance their careers in Labor Relations and be part of a team-oriented, fast-paced, dynamic and challenging environment.

DUTIES AND RESPONSIBILITIES

The **Labor Relations Analyst** provides analytical support to the County's Labor Relations Unit in preparation for and during collective bargaining by performing journey level work in the areas of Compensation, Classification, and Costing.

Essential duties include:

- Conduct salary and equity studies; research and identify comparable classifications; compile salary and total compensation data; maintain comparison data up-to-date.
- Coordinates with other agencies to obtain data for use in negotiations.
- Research and interpret provisions of external and internal labor agreements, legislation, and court decisions related to collective bargaining.
- Perform competitive market analysis and assist in the development of new salary structures.
- Analyze data and make recommendations to be utilized in developing the county's bargaining positions.
- Prepare presentation materials utilized in the labor negotiations process.
- Defend data and findings as needed.
- Prepares complex calculations and costing reports relating to the labor negotiations process.
- Creates, exports, and manipulates queries using the San Bernardino County payroll system (EMACS/PeopleSoft); gathers data, including payroll, employee, financial and recruitment/retention information, and creates reports.

- Compiles reports and creates tables, graphs, and charts using software such as Microsoft Excel, Power Point, and Access.
- Works closely with the County Administrative Office to gather budget and total compensation data for use in the preparation of costing reports for negotiations.

The position offers a lucrative salary and benefits package valued up to \$110,052 annually.

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none"> • Up to 4 weeks accruable Vacation • 80 Hours Administrative Leave • 12 days Sick Leave with unlimited accrual • 14 Paid Holidays • 16 hours Perfect Attendance Leave 	<ul style="list-style-type: none"> • Medical, Dental and Vision – family coverage • Premium subsidies up to \$12,959 annually • Flexible Spending Account with up to \$1,040 annual County match 	<ul style="list-style-type: none"> • Generous Pension • 401k with 2-for-1 County match up to 6% of salary • 457(b) with .5-for-1 County match up to .5% of salary • Retirement Medical Trust Fund – County contribution up to 2.5% of salary • Retirement Reciprocity 	<ul style="list-style-type: none"> • Flexible Work Schedule (9/80) • \$1,000 Education/Membership Reimbursement • Health Club Membership Reimbursement • Life Insurance • Long & Short Term Disability • Commuter Services

For additional benefits and details click here.

The County's **Labor Relations Unit**, newly established within the County Administrative Office, is responsible for the development and implementation of the County's labor relations goals, policies and priorities in an effort to maintain productive and positive relations between the County and its employees, and the recognized employee organizations that represent them. The Labor Relations Team, under the leadership of the County Labor Relations Chief, provides guidance to County Management regarding labor relations issues, negotiates labor agreements, participates in issue-specific meet and confer sessions, and handles general interactions with the County's recognized bargaining agents.

The Labor Relations Unit is responsible for negotiating labor agreements for 26 bargaining units covering nearly 19,000 County employees and approximately 24,000 providers in the In-Home Supportive Services (IHSS) program.

MINIMUM REQUIREMENTS

Experience: One (1) year of professional, complex analytical experience which must have included primary responsibility in one or more of the following: labor negotiations support; employee benefits administration (e.g., analysis/management of health care and other benefit plans and health and wellness programs, leaves management, vendor liaison and contract administration); job analysis for recruitment; job analysis for classification of positions and compensation analysis; Equal Employment Opportunity and investigation of complaints; workforce analysis and providing support for and/or making recommendations for workforce development and planning; employee or labor relations.

–AND–

Education: A bachelor's degree in Business or Public Administration, Behavioral Science, Human Resources Management, Accounting, Finance, Statistics or a closely related field.

Candidates possessing an equivalent combination of qualifying work experience and training as described above will be considered.

DESIRED QUALIFICATIONS

The **ideal candidate** will have three (3) or more years of professional HR experience in labor relations or classification and compensation that included:

- Conducting salary/compensation surveys, classification, organizational, and equity studies and making recommendations
- Supporting labor negotiations and reviewing, writing, and/or analyzing labor contracts
- Researching, analyzing information and data, and presenting findings in a concise format
- Utilizing Excel and other computer technology for data gathering, analysis and reporting
- Effectively communicating both in writing and verbally
- Efficiently handling multiple tasks and shifting work priorities as needed.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on the information provided in your Application and/or Resume. The most highly qualified candidates, based on the evaluation results, will be referred for interview.

Be sure to include in your application and supplemental questionnaire any relevant experience and education that demonstrates that you meet or exceed the minimum requirements and include detailed information regarding your skills and length of experience in the areas identified for the Ideal Candidate.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 2/17/18 SZ