

# **JOB OPPORTUNITY ANNOUNCEMENT**

Employment Hotline 650-508-6308

**February 26, 2010**  
***Revised March 2, 2010***

**TITLE:** Employee Relations Officer  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION/DEPARTMENT:** Finance and Administration  
**APPLICATION DEADLINE:** ***Open Until Filled (Applications reviewed the 19<sup>th</sup> of each month)***  
**PAY RANGE:** \$1,369 - \$1,985 per week (\$71,200 - \$103,200 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**JOB SUMMARY:** The Employee Relations Officer (ERO) is at the center of discussions involving labor and employee relations as well as personnel issues at the District. The ERO performs complex professional level employee and labor relations functions involving union and non-union employees in a positive pro-active employee and labor relations environment. The ERO plays a key role in the compliant administration of the District's Drug and Alcohol testing and reporting, leave of absence and return-to-work policies, and procedures including FMLA, CFRA, ADA, and related matters. This position reports to the Manager, Employee Relations and Civil Rights, and works closely with the Director, Human Resources.

**Examples of Essential Functions\* and Duties•**

- \* Establishes and maintains positive working relationships with all employees and union representatives.
- \* Provides advice and counsel to managers and supervisors on disciplinary issues, corrective actions, and grievance matters. Reviews employee disciplinary letters and related documents for consistency and accuracy.
- \* Provides fair and compliant administration of employee and labor relations policies and programs including leave of absence, reasonable accommodation, workers' compensation, performance appraisals and attendance control programs in compliance with applicable laws, regulations, the Collective Bargaining Agreements, and standard operating procedures, etc.
- \* Manages the District's Drug and Alcohol testing and DMV Pull Notice Program in compliance with state and federal regulations. Conducts drug and alcohol related training for safety-sensitive employees and supervisors in compliance with federal regulations.
- \* Represents the District in Expedited and Accelerated arbitration hearings and conducts informal hearings with Union officials to resolve attendance and miss-out appeals, and minor incident and accident discipline grievances. May serve as the Director's designee on arbitration panel(s).
- Conducts or assists supervisors in critical investigations into claims of sexual harassment or similarly serious complaints and/or employee and labor relations matters.
- Administers and interprets the Collective Bargaining Agreements and the District's Personnel Policies and Procedures Manual. Works closely with the Manager, Employee Relations and Civil Rights, as well as the Director, Human Resources, to assure consistency in administration.
- Assists with Workers' Compensation related matters such as job analysis, work restrictions, accommodations, and investigations.
- Responds in a timely and accurate fashion to requests for information and may serve as the District's representative in Employment Development Department matters.
- Performs other duties as assigned.

**Supervision:** Works under the guidance of the Manager, Employee Relations and Civil Rights, who develops goals and objectives and evaluates performance.

**Minimum Qualifications:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to: BS/BA degree in Human Resources or related field plus significant years of professional level experience in labor and/or employee relations. Experience in investigative techniques, collective bargaining and grievance resolution is required. Must have advanced knowledge of FMLA, CFRA, and the ADA as it relates to reasonable accommodation in the workplace. Must have communication and interpersonal skills sufficient to exchange and convey information. Must have the ability to analyze information and identify issues, give presentations and conduct training, interpret and enforce policies, laws and regulations, and write clean and concise memoranda. Using computers and related software applications is required.

**HOW TO APPLY:**

- Complete a SamTrans Employment Application.
- When completing the application, please specify the position for which the application is being submitted. Incomplete applications or applications containing the remark, "See Resume", will not be considered. Resumes are encouraged but will not be considered unless submitted with a completed employment application package.
- The completed application package must be received by the Human Resources Department by the deadline as specified on the job opportunity announcement.
- The application package includes: (1) SamTrans Employment Application, (2) Affirmative Action Questionnaire. (#1 is required, #2 is requested, but optional).
- Completed applications can be submitted in person or by U.S. mail. SamTrans is not responsible for applications that are lost in the U.S. mail.
- Your completed application package must be received in the SamTrans Human Resources Department prior to the application deadline to receive consideration. You may call (650) 508-6308 to verify that your application package has been received.

**SELECTION PROCESS MAY INCLUDE:**

Written and/or skills assessment examination

Background investigation

Applications will be screened for completeness and minimum qualifications

Finalists will be interviewed by a screening and selection panel

**EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Insurance:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Retirement:	Public Employees Retirement Systems (CalPERS) and Social Security

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 call (650) 508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer  
Minorities/Women/Persons with Disabilities/Veterans