

EMPLOYEE RELATIONS MANAGER

CITY OF OAKLAND





AN OUTSTANDING OPPORTUNITY

The City of Oakland is searching for a talented, energetic professional to serve as the Employee Relations Manager. This key contributor will have broad experience and a thorough understanding of labor and employee relations. Leading staff and contributing as the Employee Relations Manager, the ideal candidate will also possess excellent interpersonal skills and be successful at building and maintaining strong working relationships across the organization. This top manager will be responsible for the full spectrum of employee relations, including negotiations, investigations, grievance processing, training and discipline. Additional oversight and responsibilities will extend to acting as a management advisor and contributing to overall organizational health. High level experience for a mid-size or large governmental organization is essential for success in this role.

Being part of Team Oakland in this key role as both the organization and community undergo an exciting urban resurgence is a unique opportunity. The Employee Relations Manager will be well supported by a strong and committed leadership team, which will enable the best energetic, collaborative, and creative efforts to positively contribute to Oakland's workforce.

CITY OF OAKLAND – VIBRANT, DIVERSE, AND THE PLACE TO BE

Oakland is experiencing an emerging urban renaissance of great significance, including a significant influx of high tech and business start-ups. The appeal of living, working, and recreating in Oakland continues to draw new residents and a wider range of employers. Oakland is poised to experience continued growth and a corresponding upward demand on City services.

Located between the San Francisco Bay and the California coastal mountains, and just north of Silicon Valley, Oakland is a thriving and vibrant community of more than 440,000 people with a lively urban-suburban mix that includes a dense downtown, a range of residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland waterfront. The City of

Oakland has a rich history and expanding local economy. It also has one of the nation's most diverse cultures, including nearly 125 different languages and dialects spoken. The City is also home to the third-largest LGBTQ community among the 50 largest U.S. cities. Its moderate Bay Area climate, combined with a wide variety of arts, entertainment, recreational and educational amenities, make Oakland a thriving city that offers a great place to begin and grow your career.

Oakland also serves as the administrative hub of the County of Alameda, the regional seat for the federal government, the district location of primary state offices, and the center of commerce and international trade for the Bay Area.

The community is a rich blend of residents, business owners, entrepreneurs, artists, and tourists from many ethnic cultures and backgrounds. Oakland is one of the most ethnically diverse major cities in the United States, with major representation among residents of Hispanic, Latino, Asian, African American, and Caucasian descent.

CITY GOVERNANCE STRUCTURE

The Mayor is elected at-large for a four-year term and is head of the executive branch. Oakland's legislative body is the City Council and is comprised of eight Council members. One Council member is elected "at-large" while the other seven Council members represent specific districts. All Council members are elected to serve four-year terms without term limits.

The Mayor appoints the City Administrator who is responsible for all City operations and is supported by two Assistant City Administrators. The City Administrator has overall responsibility for day-to-day administrative and fiscal operations of the City, including the hiring of Department Directors. Oakland is a full-service city including both police and fire.



THE POSITION

The Employee Relations Manager reports to the Director of Human Resources Management. The Human Resources Department consists of Recruitment, Classification, Benefits, Risk Management, Employee Relations, and Administrative Units. As the organization grows, so do the demands and support for quality internal services. Human Resources is central to the organization's success, leading with quality customer service and collaborative management. The responsibilities of this position involve considerable discretion and latitude of judgment in the formulation and development of workplace policies and procedures as well as supervision and direction over professional personnel and technical staff. This position also coordinates work activities of a variety of technical consultants.

KEY RESPONSIBILITIES

Under the administrative direction of the Director, the ER Manager is responsible for labor and employee relations for a workforce of approximately 5,000 employees. Oakland has a vibrant and diverse workforce, which consists of seven collective bargaining groups that represent and support City staff. The ability to understand complex policies, rules, and labor agreements in a collective bargaining work environment is key to the success of the ER Manager.

Key responsibilities include:

- Cultivate a positive work environment by collaborating with staff, administration, departments, and other important stakeholders who rely on quality human resources services;
- Manage employee and labor relations activities for the City of Oakland to comply with labor agreements, facilitate open communication between labor groups and appropriate management staff;
- Exercise considerable discretion and latitude of judgment in the formulation and development of policies and procedures;
- Provide leadership and direction, evaluation, and modification of existing goals, policies, programs, and labor agreements;
- Serve as Chief Negotiator in the negotiation of wages, hours and other terms and conditions of employment;
- Direct and supervise employee relations activities that support organizational development and health;
- Manage and conduct a variety of investigations, issue findings related to complaints and allegations; recommend modifications to programs, policies and procedures as appropriate;
- Conduct complex research; prepare and present reports including recommendations and conclusions to the Director of Human Resources, City Administrator, and City Council.



THE IDEAL CANDIDATE

The City of Oakland seeks a highly energetic individual with solid and broad human resources experience complemented by a thorough understanding of municipal operations.

The Employee Relations Manager will have outstanding leadership skills and exceptionally strong people skills. This distinguished ER Manager will also embrace a philosophy of proactive and strategic consultation with operating departments and truly believe in the benefit of working for and promoting a healthy organization to the fullest. The successful candidate will work to intentionally integrate the principle of “fair and just” on a city-wide basis to advance equitable opportunities for all people and communities and will play a critical role in the race and equity analysis for the Human Resources Department.

Additionally, the ideal candidate will have a career history that supports the ability to:

- Excel in developing interpersonal relationships with the full spectrum of the organization including union representatives by being an excellent communicator and collaborator;
- Be seen as committed to best practices in a civil service environment with a forward-thinking approach to labor and employee relations;
- Offer a high level of integrity and honesty; be known as a professional recognized for his/her efforts and sought out by others throughout the organization;
- Display an engaging personal style; be a good listener with a results-oriented approach to problem-solving;
- Be an analytical yet strategic thinker; be a pragmatic and forward-thinking individual with the ability to understand technical issues and offer sound, objective decision-making to management staff;
- Present facts and information clearly and concisely in the course of analyzing and responding to issues and questions; identify clear courses of action; convey confidence and decisiveness;
- Coach, inspire, and mentor staff to reach and achieve goals, setting an example of the highest level of professionalism; and
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education: Bachelor’s degree from an accredited college or university in human resources, public or business administration, social science, or a related field. A Master’s degree may be a plus.

Experience: Six years of progressively responsible experience in public personnel administration and management, including at least four years in a supervision or management capacity. Experience working in a highly unionized environment and civil service system is highly desirable. Relative experience in a medium to large, complex municipal organization is required. California experience may be a plus although all highly qualified candidates on a national basis will be evaluated for further consideration.

Full Discretion of the City of Oakland: The above qualifications are guidelines, as the appointing authority (Director of Human Resources) has broad discretion in filling this position. The Director will have the full right to evaluate the education, experience, and overall career history of candidates to advance individuals for an interview or further consideration in this process.

COMPENSATION AND BENEFITS

A competitive compensation package will be offered with an annual salary of \$152,175 to \$186,826 for this at-will position. Benefits include medical insurance, life insurance, automobile allowance, paid holidays, vacation, sick leave, management leave, public sector retirement (CalPERS 2.5%@55 classic member; 2%@62 new member), and voluntary deferred compensation.

TO BE CONSIDERED

Candidates are encouraged to **apply no later than Monday, December 20, 2021** by submitting a comprehensive resume and compelling cover letter via email to iappleyard@oaklandca.gov. Resumes will be reviewed upon receipt of completed submittal.

This is a confidential process and references **will not** be requested or contacted until mutual interest has been established. Interviews will take place in January 2022. It is anticipated that the selected Employee Relations Manager will join the City of Oakland in March 2022 (or sooner). Confidential inquiries are welcomed to Mr. Ian Appleyard at (510) 238-6450

The City of Oakland is an equal employment opportunity employer that values workforce diversity, inclusion, and equity. All qualified individuals are encouraged to submit an application for this exceptional career opportunity.

