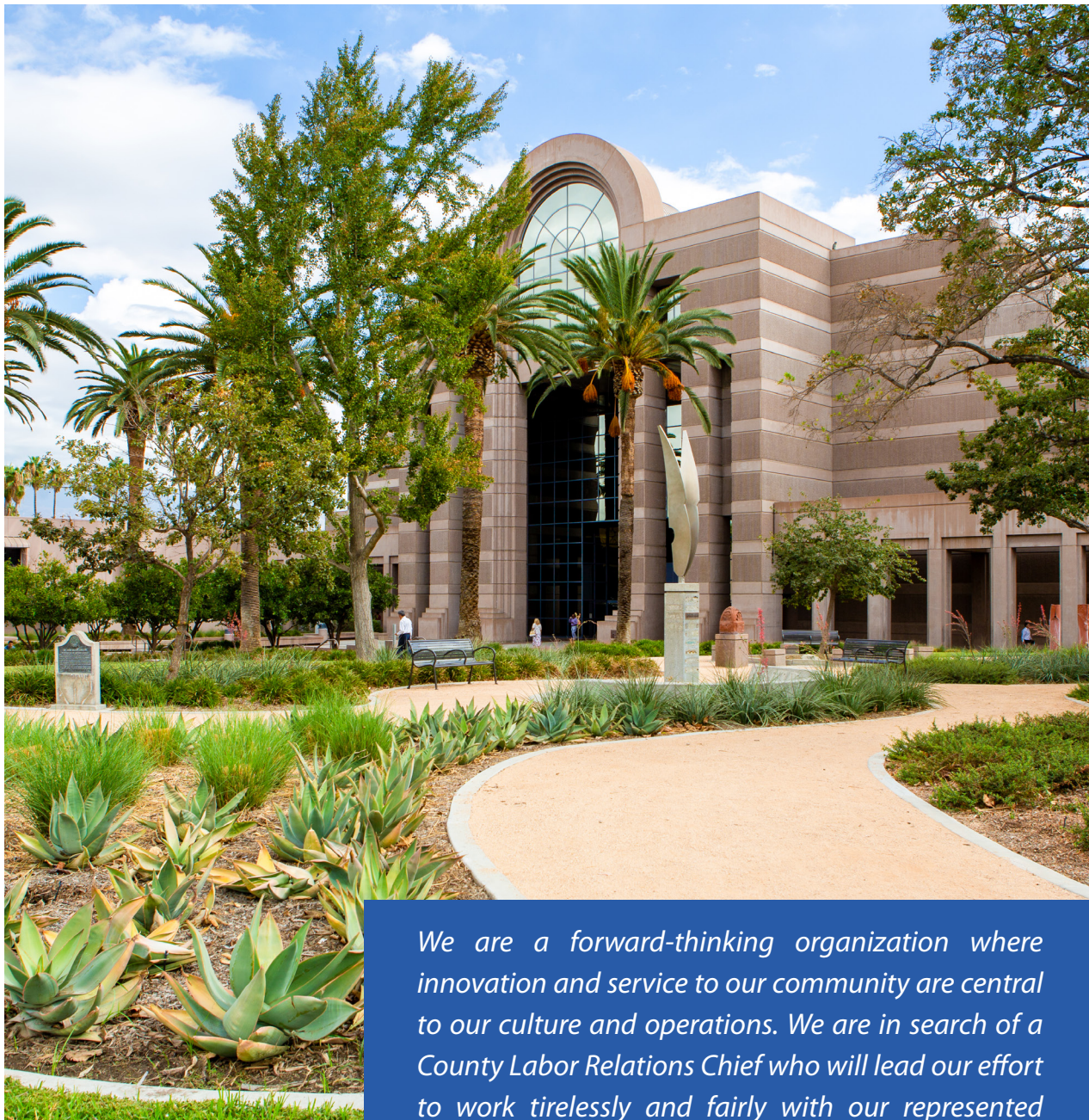




# County Labor Relations Chief



*We are a forward-thinking organization where innovation and service to our community are central to our culture and operations. We are in search of a County Labor Relations Chief who will lead our effort to work tirelessly and fairly with our represented employees for the benefit of all our residents.*





## OUR COMMUNITY

San Bernardino County has a beautiful and diverse natural environment. The surrounding landscape provides a plethora of recreational opportunities, from boating on the serene water of Lake Arrowhead to hiking the arid expanses of the Mojave National Preserve. Beyond its stunning beauty, the County is a hub of economic activity, with sectors ranging from logistics and manufacturing to healthcare and tourism. The County's history is deeply rooted in the pioneering spirit of the American West, evident in its numerous historic sites, museums, and cultural landmarks. The County spans 20,105 square miles with 24 incorporated cities, and the community's 2.2 million residents are incredibly diverse.

## ORGANIZATION AND GOVERNMENT

San Bernardino County is a diverse public service organization serving America's largest county by area with 22,000+ full-time employees and an annual budget of approximately \$9.8 billion (click [here](#) to review our 2024/25 budget). We are governed by an elected, five-member Board of Supervisors working through our Chief Executive Officer, Luther Snoke, all of whom are dedicated to creating a community where our nearly 2.2 million residents can prosper and achieve well-being. The County is comprised of 42 departments and agencies, which are staffed by more than 25,000 public service professionals who provide a wide range of vital services in the areas of public safety, health care, social services, economic and community development and revitalization, fiscal services, infrastructure, recreation and culture, and internal support. San Bernardino County's organizational culture is defined by the four pillars of value, innovation, service and vision. Learn more about the County [here](#).

## OUR VISION

*We envision a County that capitalizes on the diversity of its people, geography, and economy to create a broad range of choices for its residents in how they live, work, and play. We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the County's unique advantages. We envision a model community which is governed in an open and ethical manner, where great ideas are replicated and brought to scale, and all sectors work collaboratively to reach shared goals. Come work with us to dynamically serve our residents! Click [here](#) to see our complete Vision Statement.*

## THE POSITION

The County Labor Relations Chief is a single position classification which is characterized by its responsibility to develop and administer the County labor position including negotiating labor contracts, handling grievances, ensuring compliance with labor laws and regulations, and fostering positive relationships between county management and employees. The incumbent serves as principal advisor to the Human Resources Director, Assistant Executive Officer (AEO), CEO, and Board of Supervisors on labor relations matters. The incumbent will initially report to the Director of Human Resources. The Labor Relations Chief will manage a constant workload directing all activities concerning the County's 11 labor unions, 28 bargaining units and 3 non-represented plans. In addition, the Chief will manage a Deputy Labor Chief, two senior officers, and two analysts in this endeavor. The Labor Relations Chief will work very closely with the Director of HR and AEO to coordinate strategy and will report frequently to the Board of Supervisors in closed sessions.

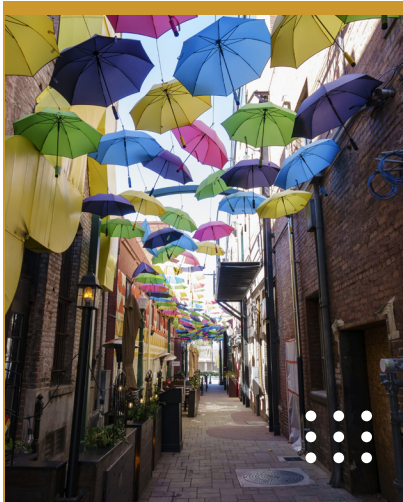




## KEY RESPONSIBILITIES

- **Administers** the County's labor relations program.
- **Leads Negotiations:** Acts as Chief Negotiator for labor contracts.
- **Economic Analysis:** Develops and presents the economic impact of bargaining positions.
- **Contract Administration:** Ensures effective administration of collective bargaining agreements and provides guidance and training.
- **Policy Development:** Creates and implements policies to improve service efficiency and effectiveness.
- **Strategic Planning:** Establishes and evaluates short and long-term goals aligned with County strategies.
- **Team Leadership:** Directs labor relations strategies and coordinates with County officials and departments.
- **Negotiation and Research:** Meets with employee organizations, directs research, and analyzes alternative positions.
- **Advisory Role:** Advises County management on labor relations issues and compliance with laws and policies.
- **Presentations and Reports:** Prepares presentations and reports for the Board of Supervisors and County management.
- **Legal Representation:** Represents the County in administrative proceedings related to labor relations.
- **Legislative Analysis:** Analyzes legislative impacts on employer-employee relations and recommends implementations.
- **Training and Compliance:** Provides training and ensures compliance with legal orders and settlements.
- **Budget Management:** Develops and manages the office budget.
- **Staff Management:** Plans, schedules, and evaluates the work of assigned staff.

Click [here](#) for the full, original text of all key responsibilities in the job classification.



## THE IDEAL CANDIDATE

The ideal candidate will bring to this role strong, effective and nuanced negotiation skills. They will be able to be strong when required and keep an eye out for the County's fiscal needs, but also develop and maintain a close and effective working relationships with all the County's bargaining units. This role requires deft subtlety, a clear head, close attention to detail and County priorities, and singular communication skills. The incumbent will nearly always be in negotiation of one or more MOU's at any given time, and be able to not only manage those individual contracts, but see how they fit into the larger strategy of the County.

The Chief will work closely and harmoniously with HR, the AEO, the CEO and the Board of Supervisors in ensuring that the County's represented employees are treated fairly, while maintaining fiscal responsibility. To that end, a strong basis in accounting/finance principles will be very helpful. Further, bringing a sense of levity and humor to the role will be greatly appreciated. Experience in handling politically sensitive issues is essential. The ideal candidate will know how to control the narrative and set priorities for the County that everyone can live with. Further, it is incumbent upon the Chief to be a team player and work closely with HR, as stated, and remember that their policies and strategy will affect everyone.

## QUALIFICATIONS

**Education:** A bachelor's degree in human resources management, industrial/organizational psychology, public or business administration, behavioral science, or other job relevant field.

**Experience:** All qualifying experience must be obtained within a public sector (i.e., government agency or a large private sector employer with a large, union-represented workforce (500+ regular employees), including:

**Option 1** – Four (4) years of recent (at least one year within the last five years) professional level human resources or labor law experience primarily performing labor relations functions (e.g., participating in collective bargaining negotiations, handling grievances and unfair labor practices charges, representing management at formal grievance arbitration hearings, etc.) OR

**Option 2** – Five (5) years of recent (at least one year within the last five years) professional level human resources experience performing employee relations functions (e.g., advising and representing management on employee relations matters and handling employee grievances, investigation, disciplinary actions and hearings, participating in labor negotiations, etc.).

Candidates possessing an equivalent combination of relevant education and experience will be considered.

## COMPENSATION AND BENEFITS

San Bernardino County offers a general compensation package which includes a competitive salary within the designated 92B salary range and excellent benefits options.

**Base salary: \$179,150.40 - \$255,070.40 Annually.** Offers within the posted range will be based on relevant education and experience.

The County also offers an alternative Modified Benefit Option that provides a wage differential of 4% above the base salary rate with a complementing modified leaves package and benefits. Click [here](#) and [here](#) for more detail.

### Benefits Include:

#### Leaves:

- 15 paid holidays (Includes one paid floating holiday with Traditional Benefits Package)
- 80 hours of administrative leave with cash out option
- Traditional Leaves Package with up to 160 hours of vacation accruals annually (based on service hours) with cash out option and paid sick leave with unlimited accrual
- Modified Benefits Package with up to 200 hours of Paid Time Off (PTO) accruals annually (based on service hours) with annual cash out option for up to 160 hours

#### Retirement:

- County pension (click here) vested after five years of service
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary
- 457(b) Deferred Compensation Plan with County contribution 1 times employee contribution, up to 1%
- Retirement Medical Trust (RMT) with County Contribution (based on service hours)



#### Health:

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies
- County paid Vision Insurance for the employee and eligible family members
- FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period

#### Other Benefits:

- Tuition Loan Repayment up to \$10,000 for eligible loans
- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment
- County paid short-term and long-term disability benefits
- Portable Communication Device Allowance and Automobile Allowance

For further information on the County's excellent benefits, click [here](#).

## APPLICATION PROCESS

**This position is Open Until Filled.** To be considered, please submit a resume, cover letter and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/county-labor-relations-chief/>. Resumes should reflect years and months of positions held as well as size of past organization(s).

For additional information please contact:



Chelsea Freeman, Recruiting Supervisor  
510.570.3844  
[chelsea\\_freeman@ajg.com](mailto:chelsea_freeman@ajg.com) + [www.koffassociates.com](http://www.koffassociates.com)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

San Bernardino County is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliant employer that is committed to providing equal employment opportunity to all employees and applicants. Facilitated through the Equal Employment Opportunity (EEO) office, the County adheres to a policy of equal opportunity for all in employment, training, promotion, retention, and benefits, consistent with federal and state regulations and Board Policy, to positively impact County employees' quality of work life and customer service provided to the general public.

