



SANTA CLARA VALLEY TRANSPORTATION AUTHORITY  
invites applications for the position of:

# Employee Relations Manager

An Equal Opportunity Employer

---

**SALARY:** \$136,360.71 - \$179,995.98 Annually

**OPENING DATE:** 1/17/2018

**CLOSING DATE:** Continuous

**APPLY ONLINE AT:** <http://agency.governmentjobs.com/vtasantaclara>

---

## **JOB DESCRIPTION:**

Under general direction, the Employee Relations Manager plans, organizes, directs, and manages the administrative and operational activities and staff of the Labor Relations and Substance Abuse work units.

This single-position classification is characterized by its full managerial responsibility over VTA's Labor Relations and Substance Abuse programs. The incumbent serves as VTA's Lead Negotiator in collective bargaining. The Employee Relations Manager develops and recommends negotiation strategy and proposals; negotiates labor contracts; administers and interprets contracts; processes grievances; provides procedural guidance and advice on discipline matters; and prepares and presents, in conjunction with legal counsel, management positions at binding arbitration. In addition, the Employee Relations Manager directs all activities related to the Substance Abuse program. Subordinate supervisors are responsible for their respective functional units, whereas this position has overall managerial responsibility and accountability for all activities of the assigned program areas.

Classification Bargaining Unit: Non-represented; At-will

## **PREFERRED QUALIFICATIONS:**

Attainment of experience in a large public transportation organization is preferred.

## **MINIMUM QUALIFICATIONS:**

Sufficient education and increasingly responsible administrative and supervisory experience to demonstrate possession of the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree in public or business administration, human resources, labor relations, or a related field; and extensive, increasingly responsible labor relations experience in a public sector organization. Supervisory experience over professional-level employees is required.

***For more detailed information about this and other VTA opportunities, please visit the website listed above.***