



EMPLOYMENT OPPORTUNITY

9174 Manager IV, Municipal Transportation Agency Employee and Labor Relations, MTA Human Resources

Filing Deadline: Open until filled

Date Issued: February 29, 2008

Annual Salary Range: \$94,068.00 to \$120,068.00

Appointment Type: Permanent Exempt

Position Description: Under the general administrative direction of the Employee and Labor Relations Manager, the 9174 Manager IV is responsible for managing and directing a team of Senior Personnel Analysts, Personnel Analysts, and support staff engaged in the administration, interpretation, and implementation of Memoranda of Understanding, MTA Civil Service Commission Rules, MTA policies, practices, and procedures, Department of Human Resources rules and directives, and the City and County of San Francisco Charter. This position is responsible for negotiating memoranda of understanding; leading meet and confer sessions; managing and directing a team of analysts that implement employee and labor relations functions; resolving complex grievances; managing the implementation and administration of negotiated memorandum of understanding; providing consultation to management regarding Human Resources issues; working on special projects in a complex fast, paced environment; and performing other related duties as required.

Essential Duties:

- Manages a team within the Employee and Labor Relations Section of MTA Human Resources.
- Participates in the negotiation of memorandum of understanding as a lead negotiator.
- Represents the MTA at grievance hearings and arbitrations.
- Conducts meet and confer sessions with labor organizations.
- Makes presentations before the Civil Service Commission.
- Establishes and maintains effective relationships with all levels of the organization and external customers.
- Provides advice, consultation and information to MTA managers, representatives, employee organizations, employees, applicants, other public agencies and the general public.
- Develops, implements, and maintains policies/procedures, administrative monitoring practices and controls in order to obtain smooth and effective operation of the section.
- Coordinates work activities of one section with other sections within the division to prevent delays in required actions or to improve programs or services.
- Assists in the identification, development and implementation of division and agency goals, objectives, policies, and priorities.
- May serve as liaison for the Agency with a variety of other City/County staff, policy-making officials, and officials of outside agencies; explains and justifies administrative procedures, policies, or programs.
- Performs other duties as assigned.

Minimum Qualifications: Baccalaureate degree in Human Resources, Business Administration, Public Administration or a related field and at least four (4) years of professional human resources/personnel management experience which must include two (2) years experience in a large human resources department performing duties which included significant assignments in the areas of labor relations, negotiations, grievances, employee discipline and/or human resources policy and procedure interpretation. Experience in labor negotiations and in the transit industry is preferred.

Desirable Qualifications:

- Excellent analytical skills.
- Journey level experience in labor relations and as a negotiator of labor agreements.
- Ability to work independently and as a member of a team.
- Proficiency in Microsoft applications such as Word, Excel, Access, and Outlook.
- Strong oral and written communication skills.
- Demonstrated supervisory and leadership skills.
- Ability to establish and maintain effective relationships with all levels of the organization and external customers.

How to apply: Submit resume and cover letter describing how you meet the desired qualifications to: SFMTA Merit and Comparability Section, Attn: 9174 Manager IV – Employee and Labor Relations, 401 Van Ness Avenue, Suite 304, San Francisco, CA 94102. Responses may also be emailed to suzanne.wong@sfmta.com.

Selection Process: Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to participate in the selection process. Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the department by phone at (415) 554-4161 or (415) 554-6898 (TDD); or in writing at the address listed above as soon as possible. For further information, contact (415) 554-4161.

Notes:

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

**MINORITIES, WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY
AN EQUAL OPPORTUNITY EMPLOYER**