

# MARION COUNTY



## LABOR AND EMPLOYEE RELATIONS MANAGER

Marion County is seeking a dynamic and experienced professional to serve as our Labor and Employee Relations Manager. As a vital member of our Human Resources team, you will play a pivotal role in fostering positive relationships between the County and its employees while ensuring compliance with labor laws and regulations. If you are passionate about employee engagement, skillful at resolving workplace conflicts, and dedicated to promoting a fair and inclusive work environment, we invite you to join our team.



### JOB DUTIES

- Act as the county's labor contract negotiator; research and develop contract and costing proposals; compile and analyze facts and arguments; prepares and presents recommendations.
- Manage and organize labor relations, including contract negotiations, contract administration, and union relations. Provide interpretation of labor contract terms to managers and employees; work closely with Human Resources employees to ensure consistent administration of personnel procedures and labor contracts.
- Develop strategies for collective bargaining; monitor contracts; review and evaluate policies and procedures and recommend changes.
- Administer labor contracts; advise appropriate employees regarding contract status and provisions. Gather evidence, interview witnesses, and handle other details in preparation for arbitration proceedings and hearings officers.
- Present grievance arbitrations, binding interest arbitration, unfair labor practices, and unit clarification cases, and act as liaison with the State Employee Relations Board. Assist department managers in the administration, review, resolution, and defense of grievances and other appeal procedures; represent the county and makes presentations of the county's case in interest and grievance arbitration.

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### JOB DUTIES (CONTINUE)

- Mediate disputes and assists in conflict resolution; advise management in corrective action and performance management.
- Develop short and long-range labor relations strategies.
- Design and deliver supervisory training in contract administration, grievances, labor, and other employee relations issues.
- Represent the county to union representatives, attorneys, and arbitrators; work with managers and the unions to resolve problems; present tentative agreements for ratification and drafts resulting contracts.
- Monitor legislative action reports, bills, and new legislation affecting the county; provide advice to the Chief Human Resources Officer; work closely with Human Resources staff and update regarding employment and labor law changes and trends.
- Participate in county and department labor/management committees, health insurance committees, and other committees and groups designated by the Chief Human Resources Officer.
- Negotiate letters of agreement, separation agreements, and last chance agreements in coordination with Risk Management and Legal Counsel.
- Coordinate employee relations with Human Resources staff, act as a consultant on progressive disciplinary actions, investigations, and performance issues. Provide backup to Human Resources Business Partners (HRBP) as needed.
- Perform other duties as assigned.

### MINIMUM REQUIREMENTS

- Bachelor's or master's degree with major course work in labor relations, human resources management, business administration, public administration, or related field; **AND**
- Five years of progressively responsible experience in labor relations, **including** two years of negotiation responsibilities, and supervisory responsibility for professional and technical level staff in the public sector; **OR**
- Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.



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### ADDITIONAL REQUIREMENTS

- The finalist for this position will be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.

### COMPENSATION & BENEFITS

Marion County offers an exceptional compensation and benefits program. The wage range for this position is \$93,828.80 - \$125,652.80 with initial salary dependent upon the qualifications and experience of the candidate selected. Marion County is a qualifying employer for the Public Service Loan Forgiveness Program.

**THIS IS AN EXEMPT, FULL-TIME POSITION, WHICH IS NOT ELIGIBLE FOR OVERTIME**

#### BENEFITS INCLUDE:

Insurance  
Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premiums.
- ✓ Employer-paid basic life insurance.
- ✓ Accidental death and dismemberment
- ✓ Employer-paid long-term disability plan.

Retirement  
Benefits

- ✓ Participation in the Public Service Retirement System (PERS)- Employer pays the 6% employee contribution.
- ✓ (457) deferred compensation plan option
- ✓ 2.5% employer contribution to a 401(k) plan

Annual  
Paid  
Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 10 holidays
- ✓ 2 personal holidays

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### HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

**EQUAL EMPLOYMENT OPPORTUNITY:** Marion County will consider all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.



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