



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

**Senior Manager, Labor Relations**

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| <b>SALARY:</b>           | \$104,160.00 - \$145,848.00 Annually |
| <b>DEPARTMENT:</b>       | Labor Relations/Employee Relations   |
| <b>OPENING DATE:</b>     | 08/26/21                             |
| <b>CLOSING DATE:</b>     | 09/15/21 11:59 PM                    |
| <b>RECRUITMENT TYPE:</b> | Internal/External                    |
| <b>DESCRIPTION:</b>      |                                      |

The purpose of this position is to plan, organize, manage and oversee the activities of SacRT's labor relations programs. This is accomplished by developing and recommending negotiation proposals; negotiating labor contracts; administering and interpreting contracts; processing grievances; providing procedural guidance and advice on discipline matters, administering drug and alcohol testing program. The incumbent is also responsible for higher level projects that integrate business strategy and labor agreements as well as supervising, developing and evaluating staff assigned to various labor relations programs. Participates in the activities of all functional levels as needed and may perform the duties of subordinates when necessary.

**EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of responsibilities of the position.*

- Plans, manages, analyzes, and evaluates the SacRT's Labor Relations programs and activities
- Oversees all activities related to the processing and monitoring of contract and disciplinary grievances.
- Provides guidance and advice; addresses and resolves sensitive and controversial issues; reviews, negotiates and documents settlements; may conduct grievance review meetings and participate in arbitration hearings; develops and delivers training for supervisors regarding grievance responses and disciplinary processes and appeals.
- Reviews and interprets all current collective bargaining agreements, Memoranda of Understanding, and related documentation; writes proposed contract language, and advises managers and supervisors regarding administration of their provisions.
- Communicates with employees, union representatives, supervisors and managers regarding the application of such agreements and oversees the day-to-day compliance with their provisions.
- Oversees all activities related to the drug and alcohol testing and rehabilitation programs, including the identification of safety sensitive positions, administration of Federal Drug and Alcohol Testing Regulations and SacRT policies relating to drug and alcohol use and testing.
- Monitors random selection procedures to ensure compliance with Federal regulations.
- May meet with employees testing positive for prohibited substances or misuse of alcohol referring them to rehabilitation programs and monitoring their progress and completion of required program components.

- Oversees and may participate in required training of SacRT managers, supervisors and employees related to drug and alcohol regulations and policies.
- Prepares for and participates in negotiations for primary collective bargaining agreements, interim agreements and side agreements.
- May serve as chief negotiator at delegated bargaining tables.
- Develops proposals and counter proposals consistent with SacRT goals, objectives and operational needs.
- Consults with Finance and other departments to determine the financial and other impacts of proposed modifications to agreements.
- Oversees the implementation of new and/or successor agreements including working with other service departments responsible for implementing systems and other changes and providing direction to staff, managers and supervisors regarding new or modified contract provisions.
- Plans, organizes, assigns, motivates, reviews, and evaluates the activities of assigned professional staff, and provides training, staff development opportunities, performance evaluation, and discipline.
- Acts as a resource or subject matter expert for staff in the performance of their duties.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resource Management, Labor Relations, Organizational Development, Psychology, Sociology, Industrial Relations, Labor Economics, or a related field.

**Experience:** A minimum of five (5) years of experience in grievance handling, preparation and presentation of arbitration and at-the-table bargaining, including two (2) years of experience participating in collective bargaining and a minimum of two (2) years of supervisory experience.

First chair, chief negotiator experience preferred. Experience with a public transportation agency a plus, but not required.

**Certifications & Other Requirements:** None

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, September 15, 2021 at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities.

For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under Management and Confidential Employee Group (MCEG).**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00504IE  
SENIOR MANAGER, LABOR RELATIONS  
YH

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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### **Senior Manager, Labor Relations Supplemental Questionnaire**

- \* 1. Describe, in detail, your experience in grievance processing, response preparation, settlement and participation in grievance arbitration. In your response, describe the role you held, include the employer and number of years/months you performed the function and provide examples of the nature of grievances that you have handled or managed.
  
- \* 2. Describe, in detail, your experience participating in collective bargaining. In your response, include the employer, the bargaining statute, your role at the bargaining table, the number of years/months you performed the function and any impasse proceedings in which you have participated.
  
- \* 3. Describe, in detail, your experience acting as First Chair, or Chief Negotiator at bargaining tables. In your response, include the employer, number of years/months you performed the function.
  
- \* 4. Describe your experience supervising staff performing employee and labor relations functions, including details of the oversight you provided. In your response, include the employer, number of years/months you performed the function, the number of staff supervised and their titles and areas of responsibility.
  
- \* Required Question