



# Labor Relations Manager





## ■ ABOUT AC TRANSIT

The Alameda-Contra Costa Transit District (AC Transit) is the third-largest bus-only agency in the United States, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. AC Transit has been serving the East Bay since 1960, taking over from the Key System and its predecessors, which carried passengers via buses, horse-drawn rail, electric streetcars, and ferries over the previous 100 years. AC Transit recently celebrated its 60th anniversary, and with each decade, has sought better ways to move people throughout the San Francisco Bay Area East Bay. We operate more than 150 bus lines including, Flex – the first on-demand bus line; and Tempo – the first of its kind 9.5 miles dedicated bus-only lane service. We have also emerged as a leader in alternative fuels and will be the nation's first transit agency to launch a side-by-side comparison of zero emission tailpipe engine technology; to transition all buses to zero-emissions by 2040. AC Transit operates within a bustling economic and multi-cultural service area which features unrivaled topography of marinas, windswept beaches, city centers, rolling hills, and vast open spaces.

## THE POSITION

Under general direction, the Labor Relations Manager maintains primary responsibility for all activities and staff implementing the District's labor relations functions and collective bargaining strategies. The Labor Relations Manager will plan, organize, and direct the staff and activities that include contributing to the development and implementation of policies, goals objectives, and short and long-range strategic plans; leading and coordinating complex, technical projects; developing and administering the budget for the Labor Relations work unit. The incumbent in this position provides consultation and recommendations to District staff regarding the progress and ramifications of traditional and interest-based collective bargaining negotiations, represents the District in contract negotiations, and manages the work and activities of assigned staff. Assignments include confidential activities relating to employee and management relations.



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A few of the tasks of this role are listed below. A full list can be found on the job post.

- » Develops, administers, and controls the budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- » Formulates strategies and District bargaining positions for labor negotiations and acts as the District's lead labor negotiator in collective bargaining activities, including labor-union contract negotiations.
- » Reviews and interprets all current collective bargaining agreements, Memoranda of Understanding, and related documentation; drafts proposed contract language.
- » Facilitates and maintains a collaborative consultation process between the District and the various unions and union officials representing its employees.
- » May represent the District in full-length arbitrations, major discipline cases, and unusual or escalated circumstances; and confers with Legal department staff when indicated.
- » Interprets, explains, and provides expert advice to staff concerning compliance with labor-related federal, state, local, and District rules, regulations, policies, and procedures.
- » May provide advice and support to District staff in performance, discipline and other employee relations matters. Establishes collaborative relationships with various functional and departmental areas of the District; serves as a liaison for the assigned work unit to other District departments, divisions, and outside agencies; attends meetings as necessary; provides staff support to committees and task forces as necessary; negotiates and resolves significant and potentially controversial issues.
- » Provides highly complex staff assistance to an assigned Director or Executive; develops and reviews staff reports, correspondence, and other documents related to assigned activities and services; may present information to the Board of Directors and various commissions and committees; leads or participates in various labor/management committees and projects.



## THE IDEAL CANDIDATE

AC Transit is seeking a dynamic leader with extensive labor relations experience in California or a similar state with extensive public labor laws. The ideal candidate will have several years of experience leading teams and acting as the lead negotiator for their agency. The ideal candidate will be experienced working with different groups within an organization. The ideal candidate will be able to deliver Board Reports to the Board, work with political leaders in the community, partner with union leadership and work well with employees of the District. The ideal candidate will be able to travel and visit all AC Transit locations. The ideal candidate will have worked with public unions, lead a team of three or more, and have extensive leadership skills to help train their team.

## QUALIFICATIONS

### Education

» A Bachelor's degree from an accredited college or university in industrial/organizational psychology, human resources management, business administration, public administration, or a related field.

### Experience:

- » Six (6) years professional experience in labor relations or comparable experience.
- » Three (3) years of supervisory experience.

### Licenses:

- » Must possess or obtain and maintain a valid California Class C Driver License and meet the district's driving standards.



## SALARY AND BENEFITS

The salary range for the Labor Relations Manager will be **\$151,531 - \$180,877** dependent upon experience.

### AC Transit offers the following benefits:

- » Medical, Vision, Prescription, and Dental Insurance
- » Paid Time Off, Management Leave, and Paid Holidays
- » AC Transit Retirement System
- » Retiree Medical Insurance with 50% – 100% employer paid premiums: 100% coverage for dental and vision insurance, plus basic life insurance
- » Deferred Compensation (457 Plan) with employer contribution
- » Other benefits such as free bus transportation, credit union membership, tuition reimbursement



## APPLICATION AND SELECTION PROCESS

The first review of resumes for this position will begin after **June 19, 2023**. To be considered for this tremendous opportunity, please submit your cover letter, résumé, and six professional references (who will not be contacted in the early stages of the recruitment) to: <https://www.cps hr.us/recruitment/2222>

For additional information about this position please contact:



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[www.cps hr.us/search](http://www.cps hr.us/search)

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant. The most qualified candidates will be referred to the District for further consideration. The District anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks.

