



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Classification: Staff Services Manager II (Supervisory)
Working Title: Employee Relations Manager
Job Type: Permanent Full Time
Work Location: Sacramento
Salary Range: \$7,028.00 - \$8,732.00 per month
Final Filing Date: 07/29/21

Please Note:

A Statement of Qualifications must be submitted along with your application in order to be considered for this position. Please see "special requirements" section on the job link for statement of qualifications instructions.

Job Summary:

Under the general direction of the Human Resources Branch (HRB) Chief, the incumbent is responsible for the Employee Relations Unit. The SSM II has oversight for the administration of employee relations matters, such as Employee Health and Safety, Reasonable Accommodation, Return to Work, Disability, and Workers' Compensation Programs. The incumbent also exercises oversight to effectively administer the Department's Labor Relations Program and oversees the intake and investigations function for all complaints received in the HRB. The incumbent acts as a trusted strategic partner with key department stakeholders to ensure HR related needs are being met. Serves as the Employee Relations Manager with full management and supervisory authority and acts in the absence of the Branch Chief. Responsible to uphold delegations with the Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the Department of Housing and Community Development's (HCD)

Desirable Qualifications:

- Experience with interpreting federal and state laws, rules, and/or landmark court decisions regarding Labor Relations (LR) and the implications of these issues for the department's LR program.
- Experience overseeing a Medical Management program
- Experience in conducting or overseeing workplace investigations.
- Experience in performance management and progressive discipline.
- Experience working in State Controller Office (SCO) system.

- Ability to provide assertive leadership in gaining support for program goals and objectives.
- Ability to clearly and effectively communicate both in writing and verbally including the ability to adhere to and apply industry best practices in drafting investigative summaries and business communications.

Please click [here](#) to apply.