



Personnel Director Job Announcement

SEIU Local 1021 was founded in 2007 when ten local unions came together in Northern California to form one larger, more powerful union. Together our members are building a true 21st century union fighting to empower our members and improve our society. We are 54,000 strong - organizing and representing public service workers in cities, counties, courts, schools, private non-profits, special districts, public health care, nursing and higher education. We are looking for energetic, hard-working staff who are committed to real change, who believe in the value of work and the value of public services and who want to be part of the team that wins for workers, their families and their communities.

LOCATION: Oakland California

RESPONSIBILITIES: Under general supervision of the Head of Operations; the Personnel Director directs the activities of the union's human resource function with responsibility for all related activities, including recruitment, classification and salary administration, labor relations and negotiations, employee development, employee relations, worker's compensation, benefits and risk management, employee records maintenance, the development of personnel policies and procedures and assisting and advising local management staff on personnel problems. Train and assist staff in identifying, recruiting, developing, and partnering with leaders to successfully implement the mission, goals and work of the union

This is a senior level management position with the overall responsibility for planning, administration and operation of the Union's Human Resource function, subject to the direction from the Head of Operations.

- Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the union's human resource function, makes determinations and recommendations in the most difficult or critical cases;
- Plan, organize, supervise, review, and evaluate the work of assigned staff; provide for staff training and development;
- Assist in the development and implementation of goals, objectives, work plans, policies, procedures and work standards for the local's human resources and benefit function;
- Serves as lead staff to the local's personnel committee;
- Work with Staff Development Director and other Directors on Staff Development and Accountability Measures;
- Be a resource for directors in all areas of staff development and labor relations issues;
- Conduct Workplace investigations;
- Develop and train on best practices regarding workplace accommodation;
- Update Job Descriptions to align with core work and goals;
- Supervise Benefits Coordinator and other assigned staff;
- Directs the local's labor relations program in collaboration with the Executive Director and Head of Operations/Labor Relations, including negotiations, contract administration, and grievance and arbitration proceedings; and maintains a productive relationship with the staff unions;
- Modernize HR Technology (HRIS);
- Streamline and modernize hiring and recruitment process;
- Prepare written responses and direct necessary actions to resolve personnel matters within the various departments in the local;
- Investigate and prepare labor relations reports and documents;
- Other Duties as assigned.

SKILLS AND ABILITIES:

- Planning, organizing, administering, reviewing and evaluating an overall human resource program;
- Selecting training, motivating and evaluating assigned staff and providing for their training and development;
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls;
- Analyzing complex problems, evaluating alternatives and making creative recommendations;
- Exercising sound independent judgement within general guidelines;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Representing the union in meetings with others and preparing clear, concise and competent reports, correspondence and other written material; and making clear oral presentations.

PREFERRED EXPERIENCE:

- Equivalent to graduation from a four-year college with course work applicable to the human resource function; progressively responsible related experience may be substituted for the college course work on a year-for year basis.
- Four years' experience in various areas of the personnel function
- Two years' experience supervising a professional staff.
- Experience with labor unions and contract negotiations and administration;
- PHR or SPHR Certificate
- High-level ability to communicate orally and in writing;

REQUIREMENTS:

- Salaried position; may require nonstandard work hours and/or weekend and holiday work.
- Extensive travel may be required, primarily within Northern California.
- Must possess a valid California driver's license; must pass a DMV check and have a good driving record; must have auto insurance that covers business driving (minimum of \$100,000 per person/\$300,000 per incident bodily injury liability/\$50,000 property coverage); and must possess an automobile for business use.

TO APPLY: Mail, fax or e-mail detailed resume, three references and a letter of interest to Kathryn Ballard, SEIU Local 1021; 447 29th Street, Oakland, CA 94609, fax to (510) 893-2395 or email to jobs@seiu1021.org. No phone calls please. The letter of interest must address the following:

- Describe how your experience prepares you for the responsibilities and duties specified in the job announcement.
- Give examples from your work experience that demonstrates your mastery of skills and knowledge listed in the job announcement.
- Please clearly indicate which position you are applying for on your cover letter.

AFFIRMATIVE ACTION EMPLOYER

Local 1021 is an affirmative action employer and encourage applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. Local 1021 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.