

EXEMPT POSITION OPPORTUNITY

EXECUTIVE DIRECTOR - EMPLOYEE RELATIONS BOARD

The Employee Relations Board is a City of Los Angeles department established by ordinance to oversee the resolution of labor-management disputes including representation issues and unfair employee relations practice (UERP) charges, among other matters.

Duties performed by the Executive Director include the following.

- Confers with representatives of City unions, City employee relations and personnel staff and individual employees concerning rights and responsibilities set forth in the Employee Relations Ordinance.
- Reviews UERP claims and petitions for certification, decertification, accretion and the like for compliance with the Board's rules and makes recommendations thereon to the five members of the Board itself.
- Prepares the agenda and materials for meetings of the Board including memoranda summarizing items thereon as well as preparation of the minutes of such meetings.
- Performs research for and makes reports to the Board itself as directed.
- Supervises the administrative and clerical activities of the Board office including the keeping of records, preparation and maintenance of the budget, compliance with reporting requirements established by the Office of the Mayor and other City departments and communication with such entities.
- Approves of membership on and maintains a list of neutral arbitrators and factfinders according to guidelines set by the Board.

Required Experience: A minimum of three years of full-time work as a professional staff member with a neutral organization performing quasi-judicial or regulatory functions related to the field of labor relations OR a minimum of five years of full-time work as a professional staff member of an entity or entities representing management or labor in the negotiating and administering of collective bargaining agreements.

Qualifications: Ability to deal effectively with opposing groups, to analyze complex legal issues and to organize and oversee day-to-day administrative activities of an organization. Knowledge of the provisions of California's Meyers-Milias-Brown Act and case law interpreting it are beneficial.

Application Process: Submit a cover letter with attached resume to erb.lacity.org or to L.A. City Employee Relations Board, 200 N. Main Street, 11th Floor, Los Angeles, CA 90012. Deadline for receipt of applications is 5:00 p.m., Thursday, April 19, 2018.

The position is expected to become open in July 2018, at which time the salary range will be \$102,666 - \$150,127.

The Executive Director, Employee Relations Board is an exempt, at-will position reporting to the members of the Board itself. The position does not accrue civil service tenure, contractual employment rights or due process rights. The position is appointed and serves at the pleasure of the Employee Relations Board and the individual filling the position may be removed by the Board without any finding of cause or other reason.