



**EMPLOYMENT OPPORTUNITY**  
**Posted 10/22/09**

<b>Job Title</b>	<b>Director, Labor &amp; Employee Relations</b>
<b>Department</b>	<b>Human Resource Services</b>
<b>Reports to</b>	<b>Vice President, Labor &amp; Relations</b>
<b>Position Summary</b>	<p>Directs the overall Workforce Labor Strategic Plan for St. Joseph Health System. Develops and delivers high impact programs and activities to develop manager and employee relationships. Responsible for the planning and implementation of plans and implements goals and objectives in areas of employee/labor relations. Develops, implements, and ensures consistent adherence to policies, programs, and procedures within the context of the SJHS Guiding Principles and Code of Conduct, assuring system integration and philosophies. Provides consultation and advises leadership on employee and work place issues.</p>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Directs Labor &amp; Employee Relations activities, programs and strategy implementation to programs to meet identified goals consistent with the SJHS Workforce Labor Strategy Plan</li> <li>• Delivers proactive plans and programs to positively influence employee relations, engagement and communications. Monitors trends, takes pulse surveys and reports progress on outcomes and recommendations throughout the year.</li> <li>• Provides ongoing consulting guidance, coaching and, training to HR Leaders and staff, as well as ministry managers (as appropriate) with respect to labor and employee relations programs and activities.</li> <li>• Identifies areas of potential legal and compliance risk and works with Legal to develop appropriate responses including education, policy changes, and direct intervention.</li> <li>• Facilitates group process to build effective working relationships throughout the organization, using collaboration and team-building skills.</li> <li>• Acts as Lead resource to HR Leadership on implementation of Employee Engagement Practices (Gallup), such as impact plans, barrier analysis, pulse surveys, other comparative data</li> <li>• Identifies area's of vulnerability and works with the respective HR Leaders and Organizational Development partners to plan appropriate assessment and intervention.</li> <li>• Assesses and develops (with client partners) ongoing leadership development and training needs specific to labor and employee relations</li> <li>• Provides regular trending and outcome reports to the VP, Labor and Employee Relations, Task forces and HR Leaders on a routine basis</li> <li>• May participate in union grievances, arbitration, or collective bargaining as assigned</li> <li>• Acts as a strong advocate for employee issues and works with the HR Leaders to develop methods to assure staff input, concerns and grievances are facilitated consistent with our mission and values</li> </ul>
<b>Additional Responsibilities</b>	<p>The Director of Labor and Employee Relations may perform a number of other similar or related duties which may not be specifically included within the job description but which are consistent with the general level of the job and the responsibilities described.</p>

<p><b>Key Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Credible Leader respected by colleagues and clients</li> <li>▪ Experience working in labor and employee relations in a management or consulting role</li> <li>▪ Training and Facilitation expertise</li> <li>▪ .Knowledge of applicable labor, wage and hour, EEOC, DFEH, NLRA, and other statutory and regulatory requirements.</li> <li>▪ Strong interpersonal written and verbal communication skills.</li> <li>▪ Cultural competencies and sensitivity</li> <li>▪ Provides Excellence in Customer Service</li> </ul> <p><b>Education:</b></p> <p>An in-depth educational background in Human Resources, as would normally be acquired through a Bachelors Degree in Human Resources/Organizational Development, Labor/Employee Relations, Business, or Industrial Relations is required.</p> <p>Masters Degree in related field preferred</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Prior Labor and Employee relations experience, preferably in a healthcare setting. Demonstrated experience in effective problem solving, employee relations interventions is required.</li> <li>• Demonstrated experience working in a union environment, facilitating grievances, arbitrations, collective bargaining</li> <li>• A broad exposure to various employee and labor relations communications, interventions, and development required.</li> <li>• Prefer organizational development, training, and change management experience.</li> <li>• Collective bargaining experience strongly preferred.</li> </ul>
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**For consideration: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.**