

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Manager II, Human Resources (Employee and Labor Relations)
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Manager II, Human Resources (Employee and Labor Relations), will be primarily responsible for facilitating labor and employee relations to resolving human resource issues on behalf of the Southern California Regional Rail Authority (SCRRA).

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization, serve as subject matter experts who possess highly specialized knowledge, skills, abilities, and experience, and are responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Manage SCRRA's labor and employee relations programs and work in close coordination with recognized employee organizations.
- Serve as liaison and support to the Chief People Officer regarding all aspects of Employee and Labor relations.
- Serve on the negotiating team during collective bargaining agreement negotiations.
- Develop strategies, goals, proposals and policies for labor and employee relations.
- Assist in the implementation and administration of the Employee-Employer Relations Resolution (EERR).
- Act as management representative in interactions with union officials on matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments.
- Acts as the management representative during the grievance process.
- Prepare grievance responses within appropriate time frames.
- Contribute to ensuring the EEO policies and programs of SCRRA are carried out.
- Conduct research and prepare reports, requiring compilation and analysis of data, including the support of diversity and inclusion initiatives.
- Implement program management, data tracking, and other software applications.
- Identify and implement records maintenance and analysis systems.
- Advise professional staff in the interpretation of collective bargaining agreements and personnel policies.
- Provide resolution of grievances through the grievance procedure, including arbitration.



- Participate in the arbitration process as requested.
- identify and implement policies, practices, and systems to assist in the proper administration of the collective bargaining agreements and grievance avoidance.
- Support the design and delivery of labor and employee relations training and information programs.
- Identify and recommend changes to the labor contracts, procedures, and practices.
- Coordinate SCRRA’s action during union campaigns, representation elections, or work stoppages.
- Communicate and implement safety rules, policies, and procedures in support of the agency's safety vision and goals; maintain accountability for the safety performance of all subordinate employees.
- Provide direct support to the Chief People Officer for Board Agenda Items, Board Committee Items and other work that may be necessary and require Board approval.
- Prepare and present written and oral reports to the Executive Leadership Team, the Board of Directors, and member agencies.
- Analyze and interpret Federal, State, and local legislation and regulations regarding employment practices; make recommendations and implement changes; interpret personnel policies and procedures, and advise staff on correct interpretation.
- Conduct special research assignments, including gathering and analyzing data and preparing recommendations for consideration by management.
- Assist in planning, administering, and controlling budgets for Administrative Services contracts, equipment, and supplies.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Human Resources Management, Business/Public Administration, or a related field.
- A minimum of five (5) years of work experience in human resources.
- A minimum of two (2) years of work experience in employee and labor relations.
- A combination of training, education and/or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master’s degree

Knowledge, Skills, and Abilities

Knowledge of:

- Budgeting and accounting principles.
- Principles and practices of employee supervision and performance management
- Principles, practices, laws, rules and regulations related to Human Resources
- Federal, state, and local laws governing employment such as, Affirmative Action, Equal Employment Opportunities (EEO) or Americans with Disabilities Act (ADA), and Meyer-Millias Brown Act (MMBA)
- SCRRA policies and procedures a plus



Skilled In:

- Use of Microsoft Office Suite
- Mediate, negotiate, and maintain effective and cooperative relationship with management and unions
- Strong and effective leadership, communication, team building and time management

Ability to:

- Keep multiple projects on schedule, within budget and in compliance with contract specifications
- Compile, analyze, and interpret complex data
- Prepare comprehensive reports and correspondence
- Establish and maintain effective working relationships
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: October 2025

