

SUSAN CAMILLE WELLS

4308 Sugar Cane Avenue  
Bakersfield, CA 93313  
(661) 319-0984

EXPERIENCE:

03/2008 – present

Employee Relations Officer

County of Kern, CAO – Employee Relations Division

Annual Salary: \$128,000

As a senior manager in the County Administrative Office (CAO), responsible for all activities associated with negotiating labor contracts and bargaining sessions. Represent the elected Board of Supervisors in all matters related to labor negotiations, including conducting negotiation sessions in the capacity of chief negotiator for fourteen recognized associations. Meet as necessary with the Kern County Board of Supervisors in closed session to seek bargaining authority as necessary. Provide advice and direction to all County departments on matters relating to employee relations, including interpreting the Employer-Employee Relations Resolution (EERR) and various Memoranda of Understanding, meet and confer sessions, policy interpretations, and settling grievances. Develop and recommend policy positions with respect to wages, working conditions, and benefits.

Respond to unit determination and decertification/recognition requests filed on behalf of represented employees, including representing the County in unit determination hearings heard by the Civil Service Commission (CSC) and all administrative actions presented to the Board of Supervisors.

Member of the Department Head Policy Council Sub-Committee, developing recommendations regarding changes to the Civil Service Rules or other policy directives to achieve stated goals and objectives related to all aspects of personnel management.

Respond to complaints or unfair labor practice charges filed with or issued by the Public Employment Relations Board (PERB). Attend settlement conferences or hearings as result of complaints filed by employees or employee associations. Conversely, file complaints of unfair labor practices of behalf of the employer if warranted.

Prepare and present various reports to the elected Board of Supervisors in public session, including the biennial Other Post Employment Benefit report with recommendations for securing adequate present and future funding of the benefits.

Work closely with the Auditor-Controller, Director of Personnel, Office of County Counsel, Kern County Employees' Retirement Association (KCERA), and various department heads to develop policies consistent with Board direction and Civil Service constraints. Commission and analyze benefit studies through KCERA actuaries for the purpose of determining benefit enhancements as a function of collective bargaining. Attend CSC and KCERA Board meetings as the CAO representative, presenting CAO positions if warranted.

Through subordinate staff, manage the County's self-funded and insured health plans for active and retired employees. Manage the request for proposal process of all health plan vendors, and make selection recommendations to the Board of Supervisors. Manage all aspects of the employee benefit programs, including: oversight and development of the approximate \$130 million annual health plan budget; determination and maintenance of plan eligibility; benefit plan design; implementation of health care reform mandates; voluntary benefits and retiree programs. Through subordinate staff and ITS personnel, project lead to develop an in-house eligibility system that will interface with the County payroll system to ensure independence from outside benefit eligibility vendors/systems.

Supervision currently provided for up to seven (7) employees.

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10/2006 – 02/2008

Deputy Employee Relations Officer  
County of Kern, CAO – Employee Relations Division  
Annual Salary: \$103,000

Negotiate Memoranda of Understanding with recognized employee unions, including preparing the data used to formulate positions, acting as Chief Spokesman, and representing the CAO during closed session meetings with the Board of Supervisors; respond to 3<sup>rd</sup> step employee grievances that have been appealed to the CAO; manage the staff and daily operations of the Health Benefits Division, including medical, dental, vision, prescription drug and vision benefits; assist the selection of health benefit vendors, including third party administrators; prepare salary survey reports as directed by the CAO or the Board of Supervisors; conduct Meet and Confer sessions with employee union representatives; attend monthly and bi-monthly CSC and KCERA Board meetings as the CAO representative.

Supervision provided for up to seven (7) employees.

10/1999 – 09/2006

Administrative Analyst 3  
County of Kern, CAO – Budget Division  
Annual Salary: \$74,900

Analyze departmental budget requests and provide recommendations to the Budget Director; present assigned departmental budgets to the Board of Supervisors during budget hearings; prepare responses to referrals made by the Board of Supervisors; prepare and/or analyze various reports as assigned by the Director of Budget/Finance, Assistant County Administrative Officer, or the County Administrative Officer.

**January 2000 – in the capacity of Administrative Analyst 3, reassigned to the Employee Relations Division of the CAO. In the capacity of Administrative Analyst 3, performed all the duties listed as Deputy Employee Relations Officer, including managing and supervising the staff, and managing the daily operations of the Health Benefits Division.**

Supervision provided for up to seven (7) employees.

05/1997 – 09/1999

Administrative Coordinator  
County of Kern, Department of Human Services  
Annual Salary: \$39,500

While assigned to special projects, duties included creating and maintaining programs such as the Child Care Provider Program. Duties included developing billing processes with various agencies such as the Department of Justice and other outside vendors; recruiting participants; promoting the pilot project by speaking at public functions; ensuring participants met the qualifications of the program; maintaining case files related to participants; providing Pediatric First Aid/CPR training to all qualified participants; coordinating training sites and other instructors; managing budgeted grant funds related to the project; attending State meetings to monitor success of the project. Other assignments included facilitating the annual Christmas Cottage and creating a Volunteer Program for the Human Services Department. Additional responsibilities included providing supervision and technical support to the Personnel function of the Department (3-5 employees); providing research assistance to the Contract Management function; providing analysis for various proposals as directed; reviewing performance appraisals for consistency and adherence to Department/County standards; interacting with the media concerning related projects.

Supervision provided to up to five (5) employees.

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EDUCATION:

Bakersfield College, Spring 1991 – Fall 1998

Bachelor of Arts Degree Business Administration, University of La Verne, Spring 1998 – Spring 1999

PROFESSIONAL AFFILIATION:

California Public Employers Labor Relations Association (CALPELRA)

CALPELRA Academy Attendance:

November 2001	Academy 2 – The Arbitration Process
November 2002	Academy 1 – Foundation of Labor Relations
November 2002	Academy 3 – The Negotiations Process
July 2010	Academy 6 – Bargaining Your Way Through Economic Crisis
July 2010	Academy 7 – Impasse and Unilateral Adoption During Economic Crisis
November 2011	Academy 9 – Preparing For Factfinding and Public Impasse Hearing
November 2012	Academy 8 – Negotiating and Implementing the Pension Reform Act

Academy Master Research Paper: Wells, Susan. *Local Rules – To Have or Have Not? PERB and the MMBA.* 2001 <https://www.calpelra.org>