

## **LABOR RELATIONS SPECIALIST**

**PURPOSE:** To administer, monitor, and maintain compliance with collective bargaining agreements.

**FUNCTIONAL AREAS:** Under general supervision:

1. Administer labor contracts.
  - \* A. Administer all labor contracts, provide contract interpretation and guidance to management and employees.
  - \* B. Counsel, advise and make recommendations to supervisory and managerial personnel on disciplinary actions to avoid grievance complaints.
  - \* C. Assist supervisory and managerial personnel with the grievance process, preparation of written disciplinary documents and grievance responses to the union.
  - \* D. Track grievance process and draft grievance responses.
  - \* E. Serve as the Chief Administrative Officer's designee for second step grievance responses.
  - \* F. Conduct fact findings and investigations, draft grievance resolutions/settlements and memorandums of understanding, and represent the employer in grievance arbitrations as necessary.
  - \* G. Meet with union representatives on a regular basis.
  - \* H. Participate in labor management committee meetings to discuss and attempt to resolve issues of mutual concern.
  
2. Participate in contract negotiations.
  - \* A. Serve as a member of the employer's contract negotiation team and negotiate labor contracts.
  - \* B. Seek proposal input from supervisors.
  - \* C. Compile information and statistics, analyze the effects of recommended proposals, and draft proposed collective bargaining and supplemental agreement language.
  - \* D. Negotiate wage rates for new or amended job descriptions in accordance with contract provisions.
  - \* E. Attend council meetings as necessary.
  
3. Perform related human resources work.
  - \* A. Track federal and state trends in collective bargaining, contract settlement, and arbitration decisions, including changes to labor law, rules and regulations.
  - \* B. Prepare wage and salary surveys, and determine and track eligibility for wage increases, benefit status, etc.
  - \* C. Provide supervisory and employee coaching and/or training on labor relations and labor contract issues.
    - D. Assist with workers' compensation claims management.
    - E. Assist with recruitment and selection activities.
    - F. Perform other related human resources tasks as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience Requirements**

- ◆ A. Bachelor's degree from an accredited college or university in business administration, human resources management, or a related field, plus seven years of progressively responsible professional level experience in labor relations; or

- ◆ B. Law degree from an accredited law school plus five years of professional level experience in labor relations.

Knowledge Requirements

- ◆ A. Considerable knowledge of the principles, practices and procedures of collective bargaining and labor law.
- ◆ B. Knowledge of the laws, ordinances, regulations and statutes governing human resources functions.
- ◆ C. Knowledge of the principles and practices of public personnel administration, including employee relations.
- ◆ D. Knowledge of research and data analysis methods and techniques.
- ◆ E. Knowledge of the procedures of dispute resolution.
- ◆ F. Knowledge of the techniques used in contract negotiation.
- ◆ G. Knowledge of the design and utilization of salary surveys.

Skill Requirements

- ◆ A. Skill in administering labor contracts.
- ◆ B. Excellent oral and written communication skills including the ability to communicate logically, persuasively, and accurately, including the ability to draft, proofread and construct professional documents and correspondence.
- ◆ C. Negotiation skills.
- ◆ D. Skill in drafting contract language, settlement agreements, and grievance responses.
- ◆ E. Skill in developing and maintaining effective working relationships with public officials, administrators, union officials, staff, and the general public.
- ◆ F. Skill in reading and interpreting laws, contracts, and other employment-related information.
- ◆ G. Skill at working under pressures of time restraints and conflicting demands.
- ◆ H. Skill in performing research, preparing reports, and maintaining records.

Ability Requirements

- ◆ A. Ability to communicate effectively on a one-to-one basis and before groups for the purpose of obtaining or providing information.
- ◆ B. Ability to work independently with minimal instructions.
- ◆ C. Ability to use a personal computer and associated software including word processing, database, spreadsheet.
- ◆ D. Ability to analyze, interpret and administer labor contracts.
- ◆ E. Ability to develop and conduct training seminars and make presentations.

Physical Requirements

- ◆ A. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds per load for presentations, arbitrations, etc.
- ◆ B. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- ◆ C. Ability to attend work on a regular basis, and to be available to work outside the normal workday when required.

\* Essential functions of the position

- ◆ Job requirements necessary on the first day of employment

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