



Bay Area Rapid Transit

Invites applications for



Labor Relations Representative I/II

Labor Relations Division of Employee Relations

Labor Relations Rep I \$66,000 — \$83,685/annually DOQ

Labor Relations Rep II \$73,000 — \$92,264/annually DOQ

Post Date: May 25, 2015
Close Date: June 5, 2015

www.bart.gov/jobs

An Equal Opportunity Employer - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.



BENEFITS

BART offers one of the most comprehensive compensation and benefits programs you will find anywhere. We pay at rates that are strongly competitive in the labor market, and complement our pay program with an outstanding benefits package. Benefits include :

■ Retirement Programs

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees. Newly hired employees who are members of CalPERS or a reciprocal retirement system will receive the classic retirement formula of 2% @ 55.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, Medicare contributions are made. Also, in lieu of Social Security, BART contributes a maximum of \$1868.65 towards a Money Purchase Pension Plan (IRC 401a)

■ Medical Benefits

Choice of HMO & PPO through CalPERS with a current monthly premium of \$134.86. You pay nothing extra for dependents.

■ Dental Benefits

Principal Financial Group. \$2,000 per person per calendar year with no deductible. \$2,000 limit can be shared with other family members. Orthodontia—lifetime max of \$3,500 (not part of family bank).

■ Vision Benefits

Vision Service Plan (VSP). Standard and enhanced plans available.

THE DISTRICT

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

Ride BART to a satisfying career that lets you both: 1) make a difference to Bay Area residents, and 2) enjoy excellent pay, benefits and stability. BART is looking for people who like to be challenged, work in a fast paced environment, and have a passion for connecting over 400,000 daily riders to work, school and other places they need to go. BART offers a competitive salary, comprehensive health and medical benefits, paid time off, plus CalPERS retirement in the future.

THE POSITION

LABOR RELATIONS REPRESENTATIVE I/II

The Employee Relations Office is recruiting to fill a vacant Labor Relations Representative position within the Labor Relations Department. Depending on the knowledge, skills and experience of the successful candidate, this position will be filled at either the Labor Relations Representative I, the entry level class which performs the more routine tasks and duties, or Labor Relations Representative II level, the full journey level class which performs the full range of duties and receives only occasional instruction or assistance as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit. If hired at the entry level, incumbents may progress to the full journey level after gaining experience and demonstrating sufficient proficiency to meet the qualifications for the higher level, subject to supervisor/manager approval and funding availability.

Labor Relations Representatives, under general direction, provide interpretation of collective bargaining agreement provisions, District rules and regulations and other labor relations issues. Additionally, the incumbent of this position will assist with grievances, disputes and disciplinary actions, and will confer with employees and labor representatives. In order to be successful in this position, the incumbent will need to communicate effectively both verbally and in writing, provide excellent customer service, establish good working relationships with a variety of stakeholders, make sound independent recommendations and decisions with some guidance from other professional staff, and produce accu-

THE IDEAL CANDIDATE

The successful candidates will demonstrate possession of the minimum qualifications necessary to perform the duties and responsibilities as generally defined above by the current assignment as well as meet the following criteria:

- *Working knowledge of laws, codes, regulations, requirements and administrative procedures related to labor relations
- * Strong attention to detail
- Excellent analytical/problem-solving skills
- *Excellent Customer Service skills
- *Strong written and verbal communications including public speaking
- *Ability to follow and provide oral and written instructions
- *Demonstrated skill/experience in working successfully and cohesively as a member of a team
- *Ability to maintain strict confidentiality of sensitive matters
- *Demonstrated experience, as well as intermediate to advanced level proficiency, in Microsoft Office, including Word and Excel

MINIMUM QUALIFICATIONS

Labor Relations Representative I

Education: A Bachelor's degree in business administration, public administration, industrial relations, labor relations or a closely related field from an accredited college or university.

Labor Relations Representative II

Education: A Bachelor's degree in business administration, public administration, industrial relations, labor relations or a closely related field from an accredited college or university.

Experience: Two (2) years of (full-time equivalent) verifiable professional labor-management relations program experience.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

BENEFITS (cont'd)

■ Vacation

Three weeks of paid vacation after one year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

■ Holidays

Nine paid statutory holidays per year
Five floating holidays per year

Vacation and holiday hours can be carried over, sold back or invested into a District funded 401(a) account

■ Sick Leave

Twelve days per year

■ Life Insurance

Up to four times annual base salary. The District provides coverage in the amount of two times base salary. Additional coverage equal to two times base salary may be purchased.

■ Disability Benefits

Long and short-term disability benefits are provided at no cost to employees.

■ Other Benefits

Assault Insurance
Bereavement Leave
Credit Union Membership
Education Assistance
Employee Assistance & Counseling
Jury and Witness Duty
Military Leave
Survivor Benefits
Travel Accident Insurance
Flexible Spending Plan
Free BART Transportation



ESSENTIAL JOB FUNCTIONS

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Interprets collective bargaining agreement provisions, rules and regulations; counsels management on labor relations issues; provides recommendations, alternative solutions and/or specific actions.
2. Assists with grievances, disputes and disciplinary actions; confers with employees and labor representatives; researches facts and past practices; makes recommendations and/or assists with resolution.
3. Assists with arbitration proceedings; researches and determines facts; confers with legal staff; briefs witnesses for hearings; prepares formal documentation; implements resolutions.
4. Assists with the coordination of negotiations; prepares schedule; conducts studies and performs research on positions and issues; evaluates alternatives and recommends solutions; prepares contract language and participates in negotiations.
5. Reviews and disseminates collective bargaining agreements; revises policies and procedures based on negotiations; documents changes and maintains records.
6. Trains management and supervisory personnel on new contract agreements, changes to policies and procedures and proper documentation techniques.
7. Evaluates trends, practices and patterns in labor relations; analyzes data; prepares reports and documentation; recommends modifications to programs, policies and procedures; maintains accurate information, documentation and records.
8. Responds to and resolves employee inquiries in a courteous manner; provides information within the area of assignment.
9. Performs a variety of special projects relative to assigned responsibilities.
10. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of labor relations.



HOW TO APPLY

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



BAY AREA RAPID TRANSIT

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