



JOB ID# 7994 Principal Labor Relations Rep (Pool Posting)

**Marketing Statement**

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 employment 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 benefits, paid time off, and the CalPERS retirement program.

**Pay and Benefits**

BART offers comprehensive compensation and benefits programs. Benefits include CalPERS pension; excellent medical (effective January 1, 2018 current employee cost \$143.93 monthly for most plans), vision, and dental coverage; supplemental insurances; paid holidays and vacation; as well as two investment programs, one of which is entirely funded by BART. BART does not participate in Social Security. Complimentary BART passes for employee and qualifying dependents.

**Pay Rate**

Principal Labor Relations Representative - \$99,708 - \$154,549 / Annually (Pay Band 7 Non-Rep)

**Posted Date**

November 20, 2018

**Closing Date**

December 22, 2018

This is a pool posting - applicants who are placed in the pool will be eligible for open positions within twelve month from the establishment of the pool.

**Reports To**

S. Dines, Assistant Chief, Labor Relations

**Days Off**

Saturday and Sunday

## **Who May Apply**

All current BART employees and qualified individuals who are not yet BART employees.

## **Current Assignment**

The positions will be responsible for administering the labor relations program, including interpreting collective bargaining agreements and providing advice to management staff on contractual obligations, disciplinary actions, negotiations and impacts bargaining, dispute settlement, and grievance procedures. The positions will also be responsible for consulting with union representatives, and preparing a variety of labor relations documents and reports, including settlement agreements, memoranda of understanding, side letters, statistical reports and related documentation. The positions may be responsible for supervising staff.

The ideal candidate will demonstrate the following criteria beyond the minimum qualifications:

1. Interpreting and applying contract obligations contained in collective bargaining agreements.
2. Principles and practices of negotiations and conflict resolution.
3. Experience supporting public sector labor relations programs including disciplinary procedures, grievance handling, and preparation of disciplinary hearings and arbitrations.
4. The ability to work effectively in a diverse transportation and/or public sector labor environment.
5. Impasse resolution techniques including mediation, rights and interest arbitration.

## **Essential Job Functions**

- Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Administers labor relations agreements; interprets contents of agreements and provides advice to management staff on contractual obligations including disciplinary actions, negotiations, dispute settlement and grievance procedures.
- Prepares a variety of labor relations documents and reports including settlement agreements, memorandums of understanding, side agreements, statistical reports and related documentation.
- Prepares or assists in preparation for arbitration, grievance hearings, and Skelly (pre-disciplinary due process) hearings; performs related investigations, including but not limited to witness interviews or

advising managers in performance of investigations; prepares documents or other physical evidence for use in such proceedings; coordinates scheduling of witnesses; and materials to be used or presented; questions and prepares witnesses; coordinates activities with other divisions or legal counsel as required.

- Participates in and may perform functions of Chief District spokesperson in meet and confers, impacts bargaining, and contract negotiations as assigned; drafts and analyzes proposals and performs or obtains related research as assigned; trains bargaining team members; reviews notes taken at bargaining sessions to ensure accuracy.
- Provides staff assistance to the Assistant Chief Labor Relations Officer; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Identifies training needs; develops labor relations training programs, trains supervisors or supervises others in the performance of such duties, as assigned by the Assistant Chief Labor Relations Officer.
- Evaluates unit determination issues; may respond to union or coordinate response with Legal Counsel as appropriate.
- May plan, prioritize, assign, review and participate in the work of staff responsible for labor relations program operations and activities within the Labor Relations Department; ensures work quality and adherence to established policies and procedures
- Coordinates labor relations activities with those of other divisions and outside agencies and organizations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of labor relations.

### **Minimum Qualifications**

Education:

A Bachelor's degree in industrial/labor relations, public administration, business administration, human resources management or a closely related field from an accredited college or university. A graduate degree in industrial/labor relations or a law degree is desirable.

Experience:

Four (4) years of (full-time equivalent) verifiable professional labor relations program experience, which must have included at least two (2) years as the primary management representative in contract administration matters or negotiations on one or more assigned labor contracts. Experience as a chief negotiator is desirable.

**Other Requirements:**

Must be able to work long hours for extended periods.

**Substitution:**

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

**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 a panel and/or individual 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 may include 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).

**Application Process**

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

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

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.

### **Equal Employment Opportunity**

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at [employment@bart.gov](mailto:employment@bart.gov).

Qualified veterans may be eligible to obtain additional veteran's credit in the selection process for this recruitment (effective Jan. 1, 2013). To obtain the credit, veterans must attach to the application a DD214 discharge document or proof of disability and complete/submit the Veteran's Preference Application no later than the closing date of the posting. For more information about this credit please go to the Veteran's Preference Policy and Application link at [www.bart.gov/jobs](http://www.bart.gov/jobs).

### **Other Information**

Please be prepared to present documentation in support of any required licenses, degrees, or certifications upon request.

Please note that any job announcement may be canceled at any time.

### **Note**

When you have successfully applied for this position you will receive an auto reply e-mail acknowledging that your application was received for this position. Please retain a copy of the e-mail for your records. If you receive an auto reply that does not specifically reference this position, please email Employment Help at [employment@bart.gov](mailto:employment@bart.gov) for assistance.

To verify submission of your application, click on the 'My Career Tools' link at the top of the 'Careers Home Page' after submitting your application to view the list of applications you have submitted (including application date and status). If you have further questions, please email the Employment Help at [employment@bart.gov](mailto:employment@bart.gov), between the hours of 8:15am - 5:00pm, Monday- Friday

