



DEPUTY DIRECTOR, LABOR RELATIONS

JC: 00083
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: August 2018
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages plans, directs, manages and oversees the activities and operations of the Labor Relations Department including assisting with the negotiation of collective bargaining agreements; provides professional assistance to District management on labor relations matters; coordinates assigned activities with other divisions, departments and outside agencies; provides complex administrative support to the Director of Labor Relations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Director of Labor Relations in the latter manages complex labor relation activities, including the administration of multiple agreements with unions and other employee organizations on a District-wide basis.

REPORTS TO

Director of Labor Relations or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Manages the day-to-day services and activities of the Labor Relations Department including the negotiation and administration of collective bargaining agreements.
2. Represents Labor Relations and supports and confers with departments in negotiations and issues with District-wide impact.
3. Manages the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

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4. Advises Senior Level and Executive management on how to comply with the CBAs and labor law and participate in policy decisions regarding employee working conditions.
5. Evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.6.7.Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Negotiates collective bargaining agreements with labor unions; assists with the development of the District positions and strategies; prepares appropriate documentation; ensures ongoing administration of the agreements.
7. Directs the handling of grievances; resolves issues with union representatives; manages the grievance process through formal arbitration, if necessary; may represent the District in arbitration matters.
10. Trains, advises and counsels management and supervisory personnel on labor relations issues.
11. Monitors developments related to assigned area of responsibility; evaluates impact on District operations; recommends and implements equipment, practice and procedural improvements.
12. Selects, trains and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
14. Serves as a liaison for the Labor Relations Department with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to labor relations programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of labor relations.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive labor relations program
- Methods and techniques of negotiating labor agreements
- Principles and practices of labor relations management
- Principles and practices of program development and administration
- Policies and procedures governing labor relations contracts administration
- Principles and practices of budget preparation and administration

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- Policies, procedures, rules and regulations governing grievance and arbitration proceedings
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Management of a comprehensive labor relations program
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of operational goals, objectives and procedures
- Preparing and administering program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Working effectively with labor unions
- Negotiating collective bargaining agreements
- Maintaining accurate records and files
- Representing the agency in arbitration proceedings
- Facilitating diverse groups and resolving labor relations conflicts
- Training management and supervisory personnel on contract specifics and labor relations issues
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in public administration, business administration, human resources management or a closely related field from an accredited college or university.

Experience:

Six (6) years of professional (full-time equivalent) verifiable professional experience in labor relations, human resources or related experience which must have included at least two (2) years of management and administrative 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.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0136 – Human Resources Managers
Safety Sensitive: No