



## MANAGER OF LABOR RELATIONS

FC: HF130  
PB: 09  
FLSA: Exempt

PC: 940  
BU: 95 Non Rep  
Updated: June 2016

*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**

Directs, manages, supervises and coordinates the activities and operations of the Labor Relations Division including negotiating policies, procedures, and collective bargaining agreements; provides professional assistance to District management on labor relations matters; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex professional and administrative support to the Chief of the Labor Relations Officer Department and other related duties as assigned.

### **CLASS CHARACTERISTICS**

This single class manages complex labor relation activities, including the administration of multiple agreements with unions and other employee organizations on a District-wide basis. The classification is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Chief Labor Relations Officer in that the latter has overall responsibilities for overall management and direction of the Labor Relations functions and activities.

### **Reports to:**

Chief of Labor Relations or his/her designee.

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

1. Assumes management responsibility for assigned services and activities of the Labor Relations Division including the negotiation and administration of collective bargaining agreements.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including establishing

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- timelines, resources, costs, and reporting methods; recommends and administers policies, procedures and programs that help improve employer-employee relations; collaborate with managers within the department to achieve departmental goals and objectives.
3. Develops and tracks metrics to monitor and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
  4. Plans, directs, coordinates and reviews the work plan for supervisors, professional and administrative staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
  5. Negotiates collective bargaining agreements with the labor unions; develops District positions and strategies; prepares appropriate documentation; ensures on-going administration of the agreements; meets with union leadership to address and/or resolve problems related to employer-employee relations.
  6. Directs the handling of grievances; resolves issues with union representatives; manages the grievance process through formal arbitration, if necessary; represents the District in arbitration matters.
  7. Trains, advises and counsels management and supervisory personnel on labor relations issues including investigations and discipline and efficient communications skills with bargaining unit representatives.
  8. Monitors developments related to assigned area of responsibility; evaluates impact on District operations; recommends and implements equipment, practice and procedural improvements.
  9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
  10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
  11. Serves as the liaison for the Labor Relations Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.

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12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Chief of the Labor Relations Department.
14. 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.
16. Responds to and resolves difficult and sensitive inquiries and Complaints from citizens, the press, or other government officials.
17. Performs related duties as assigned.

## **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.

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 in:**

Overseeing and participating in the management of a comprehensive labor relations program.

Overseeing, directing, and coordinating the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division 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.

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Working effectively with labor unions.  
Negotiating collective bargaining agreements.  
Maintaining accurate records and files.  
Representing the District 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:**

A Bachelor's degree or equivalent from an accredited college or university, with major course work, in public administration, business administration, human resources management or a related field.

#### **Experience:**

Five (5) years of increasingly responsible labor relations/human resources management experience, including at least two (2) years of supervisory and administrative experience. Additional professional experience as outlined above may be substituted for the education on a year-for-year. A college degree is preferred.

#### **Other Requirements:**

At time of hire must possess a valid California driver's license.

### **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.

**EEOC Code: 01**

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