



LABOR RELATIONS REPRESENTATIVE II

JC: HR123
PG: 4
FLSA: Exempt

BU: 91 (NR)
Created: November 2003
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 supervision, reviews and responds to grievances, disciplinary cases, and contract interpretation requests, interprets the collective bargaining agreement and manages disciplinary procedures including advocating disciplinary cases, provides counseling support to management on contract issues, assisting in the preparation for hearings and employee discussions related to discipline and grievance responses; performs related duties as required.

CLASS CHARACTERISTICS

This is the professional journey level classification in the Labor Relations Representative series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment and are typically assigned significant responsibilities at the journey level and exercise independent judgment in the performance of all duties. This classification is distinguished from the Principal Labor Relations Representative in that the latter performs the most technical and complex tasks.

REPORTS TO:

Director of Labor Relations or designee.

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

1. Reviews and responds to grievances, disciplinary cases, and contract interpretation requests, interprets the collective bargaining agreement and manages disciplinary procedures including advocating disciplinary cases, provides counseling support to management on contract issues, assisting in the preparation for hearings and employee discussions related to discipline and grievance responses
2. Participates in the analyses of grievances, disputes and disciplinary actions; confers with employees and labor representatives; researches facts and past practices; makes recommendations for final resolution.
3. Advises management on contract sections and the effect on District decisions related to work rules and discipline.

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4. Tracks Union Business usage, discipline cases and grievances.
5. Prepares or assists in preparation for arbitration, grievance hearings and pre-disciplinary due process hearings; performs related investigations, including but not limited to witness interviews, advising managers in performance of investigations.
6. Prepares documents or other physical evidence for use in such proceedings; schedules witnesses; and, coordinates activities with other divisions or legal counsel.
7. Assists in the preparation of a variety of labor relations documents and reports including settlement agreements, memorandums of understanding, side agreements and related documentation.
8. Participates in negotiations; prepares schedule; conducts studies and performs research on positions and issues; evaluates alternatives and recommends solutions; prepares contract language.
9. Reviews and disseminates collective bargaining agreements; revises policies and procedures based on negotiations and document changes; and maintains records.
10. Advocates discipline and contract interpretation cases.
11. Advises management and supervisory personnel on new contract agreements, changes to policies and procedures and proper documentation techniques.
12. Prepares reports, presentations and documentation; maintains accurate records and files.
13. 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.
14. Responds to and resolves employee inquiries in a courteous manner; provides information within the area of assignment.
15. Performs a variety of special projects relative to assigned responsibilities.
16. Attends and participates in professional committees, group meetings; stays abreast of new trends, legislation and innovations in the field of labor relations.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of labor relations management
- Basic methods and techniques of negotiating labor relations contracts
- Standard contract language and techniques of interpretation and application
- Principles of business letter writing and basic report preparation
- Current office procedures, methods and equipment including computers
- Principles and procedures of record keeping
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Performing a variety of duties in support of the District's labor relations programs
- Interpreting and applying contract obligations contained in bargaining agreements.
- Working effectively with labor unions
- Researching and evaluating labor relations issues
- Organizing and writing technical memoranda, reports, settlement proposals, etc
- Interpreting and explaining District labor relations policies and procedures
- Preparing clear and concise reports
- Maintaining accurate files and records
- Tracking grievances
- Advocating cases before an arbitrator
- Resolving problems
- Assisting change procedures
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Human Resources, Business Administration, Public Administration, Industrial Relations, Labor Relations or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time) professional verifiable experience in labor relations program, collective bargaining or related 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 sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0630 – Human Resources Workers
Safety Sensitive: No