



Director of Labor Relations

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	First/Mid-Level Officials and Managers	Unrepresented	13	7-9-14	14-132

DEFINITION: Under administrative direction; directs complex labor relations functions and activities for the District, provides consultation and recommendations to upper level management regarding the progress and ramifications of traditional and interest-based collective bargaining negotiations, represents the District in arbitrations and contract negotiations; and manages the work and activities of assigned staff.

REPRESENTATIVE FUNCTIONS may include, but are not limited to, the following:

- Plans, analyzes, and evaluates the District’s Labor Relations programs and activities; develops and recommends cost-effective strategies and solutions to the General Manager and Executive staff; and implements and manages Labor Relations functions, including the activities of assigned staff.
- Formulates strategies and District bargaining positions for labor negotiations, and acts as the District’s lead labor negotiator in collective bargaining activities, including labor-union contract negotiations.
- Reviews and interprets all current collective bargaining agreements, Memoranda of Understanding, and related documentation; and writes proposed contract language.
- Conducts, directs, and supervises research and analysis on a wide variety of interest-based labor relations issues, employment law, labor trends and legislation; develops findings, alternatives, and recommendations for higher-level management; and implements policy and procedural improvements related to labor relations.
- Provides high-level technical assistance, contract interpretation, and resources as needed to District management staff to ensure consistency and uniformity in the application of contract provisions, employment and labor laws, and regulations.
- Facilitates and maintains a collaborative consultation process between the District and the various unions and union officials representing its employees.
- Represents the District in full-length arbitrations, major discipline cases, labor-management councils, and unusual or escalated circumstances; and confers with Legal department staff when indicated.
- Plans, organizes, assigns, motivates, reviews, and evaluates the activities of assigned professional staff, and provides training, staff development opportunities, performance evaluation, and discipline.
- Oversees the resolution of grievances and other labor issues; and assigns subordinate staff to represent the District in disciplinary hearings, expedited arbitrations, grievance resolutions, and labor management councils.
- Leads or participates in various labor/management committees and projects.
- Works with District management in the coordination and implementation of labor relations related training activities.
- Writes and prepares, or supervises the preparation of reports, correspondence, and other documents.
- Makes presentations to the District’s Board of Directors, and Executive Staff.



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- Oversees the preparation and administration of the budget for the Labor Relations unit.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Federal and state of California labor laws and regulations; the principles and practices of labor relations and human resources, organizational development and management, supervision, leadership, motivation, team-building, and budget preparation and administration; current office practices and procedures; and computers and current software programs for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability to: Plan, organize, and direct a complex labor relations program, and professional relationships with officials of multiple unions; establish Labor unit objectives and goals, and effectively motivate and supervise staff to accomplish them; assign and monitor work by staff, and track productivity; quickly learn, analyze and interpret collective bargaining agreements, laws, regulations, and complex problems and issues, evaluate the impact and cost-effectiveness of alternative approaches and concepts, make creative and sound recommendations, and effectively advocate for the District's best interests; exercise sound independent judgment within general policy guidelines; prepare and administer the Labor unit budget; communicate effectively in English, both orally and in writing; write, prepare, and present a wide variety of reports, memoranda, and correspondence; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: A Bachelor's degree from an accredited college or university in Labor Relations, Business Administration, Public Administration, Industrial/Organizational Psychology, Human Resources or another directly related field. A Juris Doctor degree from an accredited law school, and/or post-graduate degree in one of the above fields are highly desirable.

Experience: Equivalent to at least eight (8) years of recent and verifiable experience in a labor relations capacity in a Labor Relations or Human Resources department; including at least five (5) years of management level experience as a primary negotiator in a union environment, and supervision of assigned staff. Experience must also have included conducting disciplinary hearings, grievance resolution, and arbitrations. Public sector experience preferred. Additional post-graduate education in one of the fields of study listed under "Education" may be considered in lieu of a portion of the required experience on a year-for-year basis.

Special Requirements: Must be available to work outside regular business hours pursuant to the demands of the job.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment. (2) Must possess the mobility necessary to travel expeditiously within the AC Transit District to perform the duties of the job.