



Labor Relations Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
281	Exempt	1 – Officials/Administrators	Unrepresented	9	REV 6-14	13-011

DEFINITION: Under general direction, administers assigned functions and activities of the Labor Relations unit to ensure that the District's interests are advocated for, and represented through cost-effective labor-management relations, principled and ethical negotiations, and strategic implementation of Labor Relations programs.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Advises, represents, and advocates for District management on the interpretation of collective bargaining agreements (CBAs), disciplinary actions, grievances, and other Labor Relations issues.
- Represents the District in regular and expedited arbitrations, contract negotiations, joint labor and union meetings, and in grievance processing and related settlement talks.
- Ensures that Union grievances and requests for disciplinary hearings are responded to in a timely manner, adhering to all contractual timelines, deadlines, and applicable law.
- Meets with, and communicates regularly with Union officials to build and maintain collaborative relationships for the advancement of effective and harmonious labor relations, workforce development, service delivery, performance, and sustained employee morale.
- Acts as Hearing Officer in disciplinary hearings, and two-party meetings with Union officials.
- Investigates, and analyzes employee complaints, disagreements, and disputes related to potential discipline or termination. Mediates disputes, and recommends appropriate remedial measures.
- Composes, presents, and explains reports, proposals, memoranda of understanding, hearing decisions, grievance responses, correspondence, and other written documents.
- Coordinates activities with other District staff in all departments and at all levels; including executives, managers, supervisors; and staff of Human Resources, the Office of the General Counsel, and payroll.
- Establishes and maintains confidential records and performs and/or delegates administrative tasks such as data entry, writing, and distribution of correspondence and other documents.
- Performs investigative and disciplinary functions related to the performance, discipline or termination of unrepresented employees.
- May supervise and train assigned professional and clerical staff; and assign, monitor, and evaluate the work product of subordinates.
- May act as backup for subordinate staff, or the Director of Labor Relations in their absence; on a temporary basis.
- Performs related duties as required.



Labor Relations Administrator

MINIMUM QUALIFICATIONS:

Knowledge Of: The principles, practices, and techniques of Human Resources, Labor Relations, employee relations, and progressive discipline in a unionized public sector environment; labor and employment laws and statutes; principles of conflict resolution and mediation; principles and practices of public personnel administration, management analysis, and organization, modern office practices including principles and practices of record keeping and confidentiality; and current computer software for word processing, spreadsheets, and presentation, at the intermediate level of proficiency.

Ability To: Quickly learn, understand, analyze, interpret, and apply District rules and procedures, memoranda of understanding, and the CBAs of multiple Unions; plan, organize, and impartially investigate internal disputes and potential disciplinary situations, and provide and apply collaborative problem solving and mediation techniques; understand and apply statistical data and information; supervise, train, and motivate ;-subordinate staff; respond to the needs of District staff and management in a timely manner; complete multiple assignments under deadline; work with a variety of diverse groups tactfully and effectively; communicate effectively in English both orally and in writing; independently compose reports, correspondence, and other documents; and establish and maintain effective working relationships with those encountered in the course or work using principles of excellent customer service.

Education: Equivalent to a Bachelor's Degree in Labor Relations, Human Resources, Industrial/Organizational Psychology, Organizational Development, Public Administration, or a related field, from an accredited college or university.

Experience: Equivalent to at least five (5) years of recent, verifiable, and increasingly responsible experience in a Human Resources or Labor Relations department in a unionized environment, in which the primary functions were related to labor and employee relations issues. Post-graduate study in one of the above disciplines from an accredited college or university may be considered in lieu of up to two (2) years of this experience. Additional years of experience may be substituted for education on a year-for-year basis.

License Requirement: Possession of or the ability to obtain and maintain a valid California Class C Driver License, and meet the District's safe driving standards.

Physical Requirements: Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) maintain physical mobility in order to travel expeditiously to various locations and facilities within the AC Transit District.

S:\HR\Data 12-01-01\Class-Comp\Class Specs\Labor Relations Administrator REV 6-14.doc