



Labor Relations Representative

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
280	Exempt	2 – Professionals	Unrepresented	7	Revised 8/06	1028	1 of 1

DEFINITION: Under general supervision, performs professional labor relations functions, and provides staff support and assistance in traditional and interest-based collective bargaining negotiations; analyzes and interprets the District’s Collective Bargaining Agreements; and represents the District in internal and external arbitrations and hearings, including grievances, disciplinary hearings, and unemployment insurance hearings.

REPORTS TO: The assigned Human Resources Manager, or Senior Human Resources Administrator

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Counsels managers and supervisors on issues governed by the Collective Bargaining Agreements, including disciplinary matters and grievances.
- Confers with managers and union representatives to resolve disputes.
- Serves as a hearing officer at first and second level disciplinary hearings and arbitrations. Prepares and briefs witnesses prior to hearing appearances.
- Researches, investigates, and analyzes labor relations issues based on case facts, past practices, past arbitrations, and other pertinent factors.
- Works closely with the Legal department to prepare for arbitrations.
- Compiles information and writes reports comparing District and union positions on collective bargaining and other labor issues; evaluates alternatives; and recommends appropriate solutions.
- Provides labor relations training to managers and supervisors.
- Participates in various traditional and interest-based labor/management committees and projects.
- Implements policies and regulations related to labor relations.
- Maintains a variety of records and files.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: The principles, practices and processes of labor relations, human resources management, conflict resolution, team building, and effective employee-management training; modern office practices, and current office computer hardware and software for word processing, spreadsheets, and presentation.

Ability To: Interpret and consistently apply complex laws, rules, regulations, and collective bargaining agreements; analyze complex labor issues, evaluate alternatives, and make sound independent judgments and recommendations within established guidelines; effectively apply principles of labor relations; evaluate the impact and cost effectiveness of alternative solutions and concepts; communicate effectively both orally and in writing; prepare and deliver concise and effective written reports and oral presentations; and develop effective and collaborative working relationships in a diverse environment with managers, employees, and union representatives using principles of good customer service.

Education: Equivalent to a Bachelor’s degree from an accredited college or university with a major in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or a directly related field.

Experience: A minimum of two (2) years as a Human Resources professional that included direct labor relations experience. Experience in a multi-union environment is preferred.

Special Requirements: (1) Must be available to work outside normal business hours as required by the demands of the position. (2) Must be able to travel to various locations and multiple work sites throughout the District to attend hearings and arbitrations. S:\HR\Data 12-01-01\Class-Comp\Class Specs\Labor Rels Rep _.doc

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment.