

CLASS TITLE: LABOR AND EMPLOYEE RELATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the advanced coordination of the City's employee and labor relations activities which include grievance and arbitration administration, collective bargaining, investigations of complaints, recruitment and employment, and compliance with HR mandated programs such as Fair Labor Standards Act and Family and Medical Leave Act and performs other related assigned duties.

ESSENTIAL TASKS:

- Provides supervisory oversight to and/or investigates administrative grievances, EEOC filings, Civil Service Commission Charter appeal cases, discrimination and other complaints
- Manages all labor relations activities including making final recommendations, supervises survey development and analysis functions
- Coordinates support to the City's negotiating teams as necessary and provides assistance to the City's advocate in arbitration hearings as assigned
- Serves as liaison to managers, supervisors, and other employees in providing information relating to
- labor relations activities, City policies, and assists in related training programs
- Manages the day-to-day operations of the employment office staff, to include recruitment, job fairs, job postings and other issues as may arise.
- Manages compliance with HR programs and federal mandates, such as FLSA, FMLA, and ADA
- Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, the behavioral sciences or a related area and eight (8) years of responsible experience in the field of human resources or relevant experience related to the essential tasks lists in this job description; with at least two (2) years of supervisory/management experience.

Employee will be eligible for a 2.5% increase for possession of the Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) certification and employment in the position for one year. Employees will be eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the PHR/SHRM-CP) for obtaining the Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) and employment in the position for one year.

Knowledge, Abilities, and Skills: Comprehensive knowledge of employee relations, labor relations, HR laws and requirements, investigative techniques and public administration, good knowledge of the principles and practices of compensation, good knowledge of federal, state, and local laws and regulations pertaining to labor relations, considerable knowledge of City of Tulsa Policies and Procedures; good knowledge of computer operations and the use of software applications; and good knowledge of research techniques. Ability to organize and present information and recommendations clearly and accurately, both verbally and in writing; ability to analyze and integrate information and develop appropriate recommendations; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; subject to walking, sitting, standing, bending, reaching and repetitive movements; vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of the PHR/SHRM-CP or SPHR/SHRM-SCP certification is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to other City facilities.

Class Code: 1217

EEO Code: E-02

Pay Code: EX-52

Group: Clerical and Administrative

Series: Human Resources Management

Effective Date: January 12, 2022