



# CLASS TITLE | SENIOR LABOR RELATIONS ANALYST

PAY GRADE: AT-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2654

Effective Date: 7/26/2023

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for the advanced coordination and administrative support to the City's labor relations activities which include collective bargaining, grievance, and arbitration administration; and performs other related duties as assigned.

## **ESSENTIAL TASKS:**

- Handles labor relations and human resources inquiries from Union representatives, managers, supervisors, and other employees related to bargaining agreements providing related information and direction.
- Maintains knowledge and understanding of laws relating to collective bargaining, unions, labor relations and human resources.
- Collects information and data to analyze and assess cost and policy implications of negotiations and labor disputes which may include management and union proposals, pay scales, benefits, working conditions and proposes written recommendations as required.
- Investigates complaints, Charter appeals, and grievances, and determines resolutions based on analysis of information and case law.
- Prepares responses and reports of findings for the Personnel Director or designee as assigned, as well as for other interested parties.
- Assists with preparation of documents and records required for labor contract negotiations, meetings, and related assignments.
- Acts as City spokesperson in negotiations as assigned.
- Provides assistance to the City's advocate in arbitration hearings.
- Acts as a witness or case advocate in arbitration proceedings as assigned.
- Assists in training programs related to contract and policy initiatives.
- Provides assistance in the administration of compensation and survey initiatives.
- 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: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
- (b) Four (4) years of professional experience in the field of Human Resources or labor law including experience in labor or employee relations or related experience relevant to the essential tasks listed in this job description.

Employee will be eligible for a 2.5% increase for possession of either the Professional in Human Resources (PHR), Society for Human Resource Management-Certified Professional (SHRM-CP) certification, or the Certified Labor Relations Professional (CLRP) certification and employment in the position for one year.

## Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of labor relations 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.
- Good knowledge of computer operations and the use of software applications.



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- Good knowledge of research techniques.

**Ability to:**

- 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.
- Excellent time management skills with the proven ability to meet deadlines.
- 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 and lifting up to fifteen pounds; vision, speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Personnel Management**