

CLASS TITLE: LABOR RELATIONS COORDINATOR

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

ESSENTIAL TASKS:

- Supervises survey development and analysis functions and prepares final recommendations pertaining to labor relations activities
- Receives and investigates grievances and determines resolutions based on analysis of information and case law
- Coordinates support to the City's negotiating teams as necessary such as exhibit preparation and explanation of background analysis
- 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
- 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
- Provides assistance in the administration of compensation and classification initiatives as assigned
- Provides assistance for Employee Relations matters as assigned
- Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow 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, or the behavioral sciences and four (4) years of responsible experience in the field of human resources or labor law; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: 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; 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.

Licenses and Certificates: none required

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

Class Code: 1119

EEO Code: E-02

Pay Code: EX-40

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Group: Clerical and Administrative
Series: Personnel Management

Effective Date: June 9, 2014