



Title: Director, Labor Relations

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and direct the District's employee and labor relations programs in the areas of labor contract negotiations and contract administration, drug and alcohol testing, employment law compliance, employment policy development and training, adjustment of employee complaints and grievances, provide advice and counsel to staff on disciplinary actions, and to serve as an advisor to senior management and the Board on labor and management issues in order to maintain efficient labor and employee relations in support of the District's goals and objectives.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Administers grievances by monitoring the administration of disciplinary actions to all employees to ensure compliance with District policies and labor agreements, acting as hearing officer in certain grievance appeals, reviewing settlement terms for compliance with disciplinary policies and consistency with general labor relations principles, preparing and/or presenting issues in arbitration for final resolution, training supervisors on effective grievance administration and the principles of disciplinary actions, and overseeing the implementation of grievance settlements for compliance with settlement terms.	25 %
2	S	Administers labor contracts by providing direction to staff on the proper interpretation of the provisions of the District's various labor agreements, monitoring trends in union activity related to specific provisions to determine the need to amend the language, providing training to supervision on contract terms following renegotiation of an agreement, reviewing union activity for compliance with the terms of their agreement, initiating or directing remedial action for noncompliance with the agreement, and reviewing the actions of all departments for consistent application of the provisions of the applicable agreement.	20 %
3	S	Manages the Employee Relations Department by distributing work assignments to staff, monitoring progress and ensuring proper	15 %



		<p>completion, reviewing and approving staff requests for time off for compliance with District policies and procedures, reviewing bi-monthly departmental payroll for submission to the Finance Department for payment, preparing the annual departmental budget and monitoring monthly expenditures, reviewing and approving or denying requests for training and travel, completing annual staff performance evaluations in a timely manner, monitoring compliance with District safety rules, and reviewing and approving opportunities for staff training and development. Directs the administration the District's Safety and Service award program.</p>	
4	S	<p>Manages the drug and alcohol testing program by overseeing the daily administration of the Federal Drug and Alcohol Testing Regulations for safety sensitive employees, monitoring random selection procedures for regulatory compliance, attending the annual training for latest developments and procedural changes to the regulations, meeting with employees voluntarily seeking treatment in the District's paid substance abuse treatment program, meeting with employees testing positive for a prohibited substances or misuse of alcohol and transitioning them into rehabilitation, overseeing requests for proposals for selection of service providers, monitoring the administration of disciplinary actions, approving staff training on relevant aspects of the programs for which they are responsible, and monitoring subcontractor performance for compliance with regulations.</p>	15 %
5	S	<p>Serves as a staff advisor on labor relations issues by reviewing employee and labor relations issues for potential problem areas that may need policy level/executive review, preparing reports as directed on various subjects related to the District's labor relations programs, consulting with staff on a daily basis, at all levels, on various labor and employee relations issues at hand, working with staff or union representatives to facilitate resolution to contentious issues, meeting with executive management on an as needed basis to provide labor relations perspective on various issues under discussion, and interceding on behalf of supervision and management as needed to implement labor or employee relations decisions.</p>	15 %
6	S	<p>Administers collective bargaining by reviewing issues and problems that occurred during the term of an agreement to determine where changes need to be made, meeting with management staff to discuss problems or issues that need to be addressed in negotiations, preparing a draft recommendation of proposed changes to contractual language, reviewing with executive management the budgetary considerations for negotiating the economic issues, briefing the Board of Directors on</p>	10 %



the goals and objectives of negotiations and obtaining authorization to settle within budgetary limits, serving as the chief spokesperson for the District in meetings with union representatives to negotiate the new agreement, representing the District's interests in mediation or interest arbitration as required, presenting the final agreement to the Board of Directors for approval, and overseeing the final preparation of the agreement for signature by the parties and distribution to all affected employees.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resource Management, Labor Relations, Organizational Development, Psychology, Sociology, Industrial Relations, Labor Economics, or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of experience in grievance handling, preparation and presentation of arbitration and at-the-table bargaining, including two (2) years of experience serving as the chief spokesperson and a minimum of two (2) years of experience supervising and directing staff in the performance of the employee and labor relations functions.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and</p>



	decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Labor contract, construction, and principles of language interpretation. • Specific laws and regulations impacting employee and labor relations. • Negotiation strategies and table tactics. • Impasse resolution procedures and options such as mediation and interest. • Costing out provisions of the labor agreement to determine the overall cost of the agreement. • Principles of corrective disciplinary action. • Arbitration precedent on sustaining discipline on specific acts of misconduct. • Principles of just cause for sustaining discipline in specific situations of misconduct. • Effective techniques of supervision and performance evaluation. • Principled or interest-based process of decision making and conflict. • Political nature of labor organizations.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet and database software • Specialized software related to functional area



ABILITIES

- Learn and incorporate disciplinary history of the District on specific actions of misconduct.
- Learn and administer provisions of the collective bargaining agreement, rules, and policies guiding conduct of employees.
- Learn and incorporate interests of the union on specific rules or disciplinary principles.
- Learn and incorporate interrelationships of provisions or proposed actions on other operating departments or work units.
- Learn job classifications for making a determination as to whether or not they are safety sensitive.
- Determine and work with competing interests among staff over the goals and objectives of negotiations.
- Understand political influences on the negotiation process.
- Construct language for precise and clear understanding by all readers.
- Find an agreed upon resolution to issues within the economic and operating parameters established for negotiations.
- Achieve consistent administration of complex language changes.
- Identify practices and contract provisions impacting or giving direction on consistent handling of discipline.
- Investigate and determine objective facts that will sustain or modify proposed actions.
- Mediate resolution to difficult issues between labor and management.
- Maintain consistent administration of actions of a similar nature
- Maintain retrievable records of disciplinary actions for future use.
- Know and understand all the rules and procedures of the District that might impact on a particular situation.
- Understand the underlying operational problems that give rise to a question.
- Know and understand the laws and policies that must be applied to resolve a particular question.
- Keep abreast of changes to the regulations in order to maintain compliance.
- Review staff decisions to conduct post accident or reasonable suspicion testing to be sure they are within compliance requirements.
- Monitor service provider contracts to be sure they are in compliance with the regulations.
- Review and adjust random selection timing to maintain compliance with regulations.
- Adjust policies and procedures for administering disciplinary actions consistent with union agreements.
- Effectively present a budget within the constraints of limited finances that accomplishes the departmental goals.
- Supervise a workforce in a way that keeps the team together and working productively.



- Determine an effective course of staff training and development with limited resources.
- Keep abreast of changing rules and procedures that impact managing a department.
- Search out individuals within the District to effectively respond to departmental operating questions.
- Suppress personal feelings when handling emotionally charged issues.
- Build trust with other staff that may have competing interests in resolving complex labor issues.
- Overcome the undermining effects of the decisions of others that impact the stability of labor-management relations.
- Depersonalize employee issues so that solutions can be found.
- Keep up-to-date on the current state of the applicable laws and regulations.
- Effectively train staff so that they are aware of changes that will impact their decisions.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; files
Carrying	O	Supplies; files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	O	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, copier, automobile, fax machine, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.