



Title: Labor Relations Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide analytical and technical support to the Employee Relations department, ensure compliance of the drug and alcohol program, provide analytical support for collective bargaining activities and associated labor cost data, maintain databases, and generate monthly attendance reports. This is accomplished by providing reports to the Director and the District’s Executive Management Team (EMT), compiling data and providing monthly reports, analyzing and summarizing statistical information from the drug and alcohol testing database, monitoring the departmental budget, preparing costing for contract negotiations, giving oral presentations, assisting with training new supervisors on the District’s drug and alcohol program, reviewing the drug and alcohol policy to ensure compliance with federal, state and local regulations, conducting audits of vendors/contractors and the drug and alcohol program, tracking information and creating reports, monitoring drug and alcohol contracts, monitoring employees on rehabilitation programs, maintaining the Service and Safety awards and drug and alcohol databases, and responding to questions from employees regarding collective bargaining agreements and District policies and procedures. Other duties include managing and coordinating the Service and Safety awards and related events, developing scopes of work for proposals for drug and alcohol testing vendors, and preparing the departmental budget.

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	Monitors drug and alcohol programs for the District and vendors/contractors by ensuring the District and vendors/contractors are in compliance with mandated DOT/FTA regulations, reviewing policies and procedures and making recommendations for revisions to the Director as necessary, reviewing drug and alcohol test results, monitoring the District's random testing process to ensure tests are completed and dispersed as required, reviewing testing records for compliance and completeness, reviewing records for new employees and supervisors to ensure required training is completed, conducting audits for service vendors and contractors and identifying non-conformances and deficiencies, providing documented findings and recommended corrective actions, communicating and	30 %



		coordinating with other departments to ensure policies and guidelines are followed, assisting with training new supervisors and employees, and monitoring employees on the rehabilitation program (voluntary and involuntary).	
2	S	Provides data analysis, reporting, and technical support by retrieving, compiling, analyzing, and summarizing statistical data from SAP, creating monthly employee availability reports and providing them to the Director and other departments, creating quarterly statistical reports and charts on the District's drug and alcohol program and providing them to EMT and other departments, compiling data to provide to the FTA annually, creating and providing ad hoc reports as needed, creating tables and queries as requested to maintain the Service and Safety awards and drug and alcohol databases, creating templates and forms for the department, troubleshooting department databases as required.	30 %
3	S	Provides contract costing for negotiations by reviewing Collective Bargaining Agreements, defining provisions in Collective Bargaining Agreements for labor costing, compiling costing data from SAP, entering costing data in the labor costing software, gathering projections from other departments to enter in the costing software, and creating proposals for settlement reports.	20 %
4	S	Manages the District's service and safety awards program by preparing and calculating the necessary budget, coordinating with the Procurement department to select event coordinators, selecting the venue, working with committee members or the event coordinator to plan the events, reporting status to the Director, interacting with other departments and vendors for the events.	10 %
5	S	Coordinates the department budget by providing the Director with recommendations for budget projections, entering budget projections in the District budget program, reviewing the monthly department budget and expenditures and reporting information to the Director, preparing budget adjustments (transfers) as necessary, and creating check requests, requisitions and purchase orders for vendor payments.	10 %



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 Human Resources, Business Administration, Public Administration 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	A minimum of three (3) years of experience in human resources, labor relations or a related field. Public sector experience is preferred.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
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	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none">• Principles and practices of human resource program administration.• Principles and practices of statistical analysis.• Methods and techniques of tracking, recording and presenting statistical data.• English grammar, punctuation, spelling, and usage• Practical application of computers and peripheral equipment.• General methods of tactful public communication.• EEO/AA and related labor and employment laws and regulations.• Union agreements.• Federal DOT and FTA Drug and Alcohol Testing Regulations• Training principles and techniques.

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

ABILITIES
<ul style="list-style-type: none">• Prioritize and deal with conflicting workload requirements.• Handle all internal/external contacts with courtesy, diplomacy, and tact.• Read, analyze, and interpret District policies, professional journals, technical publications and government regulations.• Write reports, business correspondence, and procedure manuals.• Effectively present information and respond to questions from groups, managers, customers, and the general public.• Deal with difficult people and situations.• Learn departmental systems, methods, tasks, and procedures.• Speak clearly and communicate messages to appropriate individuals.• Organize information clearly and precisely.• Apply customer service skills, representing the District in a positive way.• Learn SAP system processes related to department and job.• Extract information from reports and transfer to other documents.• Provide professional level support in employee relations program areas, including, labor relations, CBA administration and training.



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	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

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	O	Making presentations; observing work site; observing work duties; Communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; Step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE: Fax machine, land-line telephone, mobile phone, recording device, Dictaphone, graphic arts supplies,



reference manuals, rechargeable battery machines, 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	R
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	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

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	N
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	N
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(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.