



# Title: Labor Relations Analyst I

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to provide analytical support to the Labor Relations department. This is accomplished under general supervision by providing analysis and support for labor and employee relations programs and activities, updating and maintaining various department databases, assisting with the coordination of District's safety and service awards program and preparing documents and correspondence, tracking and reporting information and reviewing and analyzing procedures and participating in special projects as assigned. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary.

## 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	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions	% of Time
1	S	Read, understand and interprets District policies and DOT/FTA regulations related to the drug and alcohol program. Assists in preparing required reports and correspondence. Assists staff with updating training materials. Responds appropriately to inquiries and provide program information as requested. Read, understand and interprets collective bargaining agreement provisions and applicable Federal and State regulations relating to labor and employee issues. Performs research as requested. Prepares, formats, edits and reviews reports, correspondence and other written materials. Assists staff to compile materials for grievances, arbitrations and unemployment claims. Provides general information to employees about labor and employee relations policies and processes.	60%
2	S	Compiles, analyzes and summarizes statistical information from various department databases. Provides data analysis, reporting, and technical support by retrieving, compiling, analyzing, and summarizing statistical data from HRIS.	30%
3	S	Determines eligibility of safety and service award recipients by analyzing HRIS data, calculating absences and researching and analyzing accident history. Creates summary report of award recipients. Assists with the coordination of the District's service and safety awards program by working with assigned labor relations staff, committee members or the event coordinator to plan the events. Coordinates and monitors activities on day of event.	10%



Interacts with other departments and vendors for the events.

**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 Resources Management, Labor/Industrial Relations 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 one (1) year 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	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
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	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. 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	



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

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

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



**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:**

Telephone, fax machine, scanner, copier, personal vehicle, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
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	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
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.