

## LABOR RELATIONS MANAGER

### **DEFINITION**

Under general direction, plans, coordinates, and manages the activities of the Labor Relations Division of the Department of Personnel Services.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Director or designee. May exercise direct or indirect supervision over professional, technical, or clerical staff.

### **DISTINGUISHING CHARACTERISTICS**

Labor Relations Manager is a division head responsible for managing the activities of the Labor Relations Division in the Department of Personnel Services. The Labor Relations Division has as its primary responsibility the negotiation of memoranda of understanding with employee organizations, as well as providing the framework for employer/employee relations. The Labor Relations Manager acts as the chief negotiator for the City in labor negotiations and advises City management in the disposition of employer/employee matters. This class differs from Human Resources Manager in that incumbents of the latter manage various other human resources programs that do not include labor relations. This is an unclassified position in which the incumbent serves at the will of the Department Director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Serves as the City's chief negotiator, and manages the activities of those representing the City in, negotiations with employee organizations.

Coordinates labor relations issues with department heads, legal counsel, the City Manager, and the City Council as appropriate.

Assures coordination with human resources programs, including retirement, classification and employee benefits, and compliance with the City Charter, Municipal Code, Civil Service Rules, affirmative action objectives, and federal, state and local regulations on labor relations matters.

Plans, supervises, and evaluates the work of assigned staff; trains employees in the principles of labor relations and contract negotiation; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Receives, reviews, coordinates and monitors the processing of grievances; makes recommendations for resolution; participates in the preparation of the City's response; prepares materials for hearings and may represent the City in hearings.

Advises supervisory and management staff regarding the interpretation and application of memoranda of understanding, meet and confer obligations and City policy as it relates to labor relations.

Manages the preparation and analysis of reports and studies relating to labor relations matters and recommends/implements policy or practice improvements; provides cost analyses of various labor and management proposals.

Implements various provisions of the Employee Relations Resolution.

Reviews existing and proposed legislation for impact on the City and its labor relations program; consults with affected departments; makes recommendations as needed.

Analyzes data pertaining to compensation, fringe benefits and working conditions.

Develops and presents training sessions for supervisory personnel on terms and conditions contained in newly negotiated memoranda of understanding.

Facilitates union elections.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Current labor relations principles and practices including grievance procedures, arbitration, dispute resolution, and collective bargaining  
General principles of public personnel administration.

Laws, regulations and court decisions governing public employee relations in the state of California.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

#### **Skill to:**

Operate an office computer and a variety of word processing software applications.

Negotiate memoranda of understanding and other agreements with employee organizations and others.

Safely operate a motor vehicle.

**Ability to:**

Supervise and provide professional guidance to assigned staff.

Interpret, apply, and explain provisions of contracts, ordinances, negotiated agreements and other regulations and policies.

Perform research, analysis and evaluation of facts and conflicting data.

Draw sound conclusions and project consequences of recommendations and decisions.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Effectively manage the achievement and prioritization of division goals and objectives.

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Make clear and persuasive oral and written presentations.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Political Science, or a closely related field; and four years of professional labor relations, human resources, or related experience which included, or is supplemented by, one year at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
*(Signature on File)*  
Director of Personnel Services

DATE: 06/17/2019

Original: MR/CW/al 10/22/1986  
Revised: JKK/CMT/djs 01/25/1994  
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