PRINCIPAL LABOR RELATIONS ANALYST

DEFINITION

Under general direction, plans, administers and leads labor relations functions; and performs advanced-level professional and analytical activities. Incumbent may serve as lead negotiator as assigned.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from the Labor Relations Manager. This class may exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Principal Labor Relations Analyst is a technical advanced-level class in the Department of Personnel Services. The incumbent will be responsible for assisting the Labor Relations Manager with daily operations in the Labor Relations Division; including but not limited to; training of staff, implementation of policies and procedures, leading specialized labor relations projects, participation in Labor negotiations, and performing advanced-level professional and analytical activities directly related to labor relations. The incumbent may act in the absence of the Labor Relations Manager. This class is distinguished from Senior HR\Risk Analyst in that the Principal Labor Analyst may represent the City as lead negotiator in Labor Negotiations. responsibilities. 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:

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

Negotiates resolutions to grievances; investigates complaints of serious employee misconduct and complaints; and enforces MOUs to consistent departmental compliance with provisions.

Supervises and participates in various studies and audits; gathers, tabulates and analyzes information; makes recommendations based on findings; and develops and updates various policies and procedures, documents, specifications, and work plans.

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

Serves as a professional advisor in assigned area of responsibility and functions as a liaison between the Personnel Department and other City Departments and outside agencies.
Provides technical resources to assigned staff; supervises the development of detailed, technical work in support of negotiations, grievance and dispute resolution and disciplinary actions.

Evaluates and implements changes in work methods, determines workload methods and standards and establishes measures of effectiveness.

Interprets and applies laws regulations, rules and policies; drafts, reviews, and analyzes existing and proposed codes, rules, and ordinances affecting labor relations, and recommends and implements changes as needed.

Confers with employees, department heads, labor representatives and personnel of other jurisdictions regarding the interpretation and application of laws and regulations concerning employee labor relations.

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.

Leads labor negotiations and related activities, by assisting and providing information; may act as Chief Spokesperson for the City in the negotiation process.

Utilizes a variety of automated human resources information systems; prepares reports, correspondence, and a variety of written materials.

Leads and participates in meetings, committees, and other related groups.

Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

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

Current labor relations principles and practices including grievance procedures, arbitration, dispute resolution, and collective bargaining.

Applicable Federal, State and local laws, regulations, codes, polices and agreements.

Principles and practices of collecting, compiling and comparing data.

Principles and practices of the collective bargaining process.

Effectively manage the achievement and prioritization of division goals and objectives.
Conflict resolution and mediation techniques.

Modern office equipment, software, hardware, including automated human resources information systems, applications for word processing, spreadsheets and databases.

Business English, grammar and spelling.

Statistical and mathematical principles and practices.
Research methods.

**Ability to:**

Plan, organize and direct the work of Division staff.

Conduct studies, analyze data, evaluate alternatives, and develop recommendations to resolve problems or issues.

Research, analyze and make effective recommendations on complex issues, proposals, and management practices, procedures and problems.

Interpret, apply and explain laws, civil service regulations, and provisions of contracts, ordinances, negotiated agreements and other regulations or policies relating to human resources activities.

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

Make clear and persuasive oral presentations.

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

Conduct negotiations; prepare and manage contracts.

Prepare and perform advanced statistical and mathematical calculations.

Demonstrate and maintain a high degree of initiative, accountability and good judgment.

Manage multiple priorities simultaneously, and complete projects independently.

Establish and maintain accurate records and files in a complex filing system.

Work in a changing environment.
Maintain confidentiality.

**Skill to:**

Safely operate a motor vehicle.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Management, or closely related field;

AND

Four (4) years of progressively responsible professional experience in employee organizations/labor relations and labor negotiations. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two (2) years.

**Special Requirements**

Possession and continued maintenance of a valid California Driver's License is required.

APPROVED: (Signature on file) DATE: 05/03/2022

Director of Personnel Services

NEW: 4/25/2022