

**PRINCIPAL LABOR RELATIONS ANALYST****DEFINITION**

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

**SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Director of Personnel Services or designee. This class may exercise supervision over assigned staff.

**DISTINGUISHING CHARACTERISTICS**

Principal Labor Relations Analyst is an advanced-level professional class in the Department of Personnel Services. Depending upon assignment, the incumbent will be responsible for assisting with daily operations in the Labor Relations or Risk Management Division including but not limited to training of staff; implementation of policies and procedures; leading specialized labor relations or risk projects; participation in Labor negotiations; oversight of the workers' compensation self-insurance and alternative dispute resolution program; and performing advanced-level professional and analytical activities. This class is distinguished from Senior HR/Risk Analyst in that the Principal Labor Relations Analyst may act in the absence of the Labor Relations or Risk Manager; may represent the City as lead negotiator in Labor Negotiations; coordinate workers' compensation claims handling, adjustment and settlements; communicate with administrators, physicians and attorneys to resolve issues; and performs related work as required.

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 a professional advisor and subject matter expert in assigned area of responsibility and functions as a liaison between the Personnel Department and other City Departments and outside agencies.

Plans, coordinates and leads labor relations or workers' compensation activities; trains employees in the principles of labor relations and contract negotiation or risk management and workers' compensation; counsels employees to correct deficiencies; may recommends disciplinary action.

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

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

Reviews, analyzes and settles complex workers' compensation claims; coordinates claims processing via a third party administrator; advises employees of workers' compensation benefits; corresponds with physicians and attorneys on litigated cases; monitors employee status and return to work deadlines.

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 or workers' compensation issues with department heads, legal counsel the City Manager and the City Council as appropriate.

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, 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.

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

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

Current principles, practices and trends affecting workers' compensation including self-insurance procedures, alternative dispute resolution process, claims review and settlement.

Medical terminology related to the cause and treatment of occupational injuries.

Applicable Federal, State and local laws, regulations, codes, policies 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.

Statistical and mathematical principles, practices and research methods.

**Skill/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, workers' compensation and other regulations or policies relating to human resources activities.

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

Communicate effectively verbally and in writing and prepare and deliver effective oral presentations.

Develop and maintain effective working relationships at all organizational levels and with the public.

Conduct negotiations, prepare and manage contracts.

Prepare and perform advanced statistical and mathematical calculations including costing.

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

Effectively and independently manage multiple work assignments, be adaptable and flexible in setting priorities and meet established deadlines.

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

Operate modern office equipment including computer hardware, software and automated systems.

Operate a motor vehicle safely, when appropriate.

### **MINIMUM QUALIFICATIONS**

**Education:** Possession of a bachelor's degree from an accredited college or university in Public Administration, Business Administration, Personnel Management, or a closely related field.

**Experience:** Four (4) years of progressively responsible professional experience in employee organizations/labor relations and labor negotiations; or workers' compensation including claims management and settlement. 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.

Recruitment may be limited to a specific area of expertise as required by operational needs.

APPROVED: \_\_\_\_\_ (*signature on file*) \_\_\_\_\_ DATE: 09/02/2022  
Director of Personnel Services

NEW: 4/25/2022

Revised: MG:vp: 9/2/2022