



ASSISTANT MANAGER, NEGOTIATIONS/EMPLOYEE RELATIONS

**Job Code: 702
Individual Contract
Effective Date: 8/2008**

Reporting Relationship

This position reports to the Manager, Negotiations/Employee Relations.

Responsibilities

The fundamental duties include, but are not limited to, the following fundamental duties:

Provide professional and technical assistance to the Negotiations/Employee Relations Manager in matters pertaining to the negotiation and administration of labor agreements; participate in, or lead, contract negotiations as assigned.

Interpret and provide information on labor agreement provisions and related laws and rules, District practices and employee relations matters; resolve disputes surrounding actions taken by District management or employees.

Provide training and assistance to supervisors on employee relations matters.

Conduct grievance review meetings, investigate and analyze grievance claims and pursue resolutions as assigned.

Receive complaints and concerns regarding employee misconduct; plan and conduct, or assist supervisors with conducting, investigations; prepare reports of investigative findings and conclusions and discuss with appropriate District administrators.

Meet and confer with Labor Management Committees (LMC's); collaborate with the bargaining units to prevent problems; prepare the agenda and participate in the LMC meeting as appropriate; research LMC issues and respond orally or in writing as each situation indicates.

Work with District administration to establish performance standards for non-licensed staff; communicate standards to union representatives and collaborate with them to understand bargaining unit concerns; present concerns gathered to administration and work to incorporate bargaining unit feedback to revise performance standards accordingly.

Draft contract proposals, labor agreements, narrative and statistical reports, letters to administrators and employees in response to issues presented and other formal written documentation as appropriate; review documents for consistency, clarity and meaning; prepare recommendations and final responses to issues for review by administration.

Coordinate with other human resources staff the development of salary simulations to be used in estimating costs for various contracts or job groups and the development of projections for pay adjustments related to comparative pay or pay equity analysis; serve as part of a team that administers the District's Pay Equity Plan.

Perform other related duties as assigned.

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Knowledge, Skills and Abilities

Knowledge of unionized work environments and employee relations.

Knowledge of collective bargaining, including interest based bargaining.

Knowledge of investigative techniques, procedures and requirements.

Knowledge of applicable local, state and federal laws, rules, regulations and ordinances relating to employment and labor.

Knowledge of general human resource areas (e.g., staffing, compensation, benefits).

Knowledge of costing labor contracts.

Considerable skill in conflict resolution and negotiating agreements.

Considerable skill in being aware of others' reactions, understanding why they react the way they do and bringing people together to reconcile differences.

Skill in utilizing various computer software applications, including Microsoft Word, Excel and related software.

Considerable ability to independently analyze issues, recognize what information is important and what isn't and analyze the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; plan and undertake appropriate actions, develop procedures and techniques, make sound decisions and defend findings and conclusions clearly and convincingly.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to function effectively in stressful situations and to handle private and confidential information appropriately.

Considerable ability to establish and maintain effective working relationships with labor union representatives, District staff and the general public.

Considerable ability to carry out investigative procedures, including data collection and analysis, identification of relevant facts; recognizing and evaluating the significance of discrepancies; substantiating evidence through interviews, observations and examination of records; and deriving sound, unbiased conclusions.

Ability to perform mathematical and statistical computations.

Minimum Qualifications

Bachelor's degree and five years of professional level labor relations experience or five years of professional level human resources experience which must have involved direct interaction with union business agents or officials and unionized employees. Equivalent combinations of experience and/or education will be considered.