

**AIRPORT LABOR RELATIONS ADVOCATE
CLASS CODE 9210**

TASK LIST

1. Plans and builds strong working relationships with union leadership, supervisors, managers and staff by meeting regularly and listening to areas of concern in order to have effective collaboration, build consensus, and resolve matters before they escalate.
2. Provides for the preparation of special studies and reports to monitor the effectiveness and efficiency of labor relations related programs, policies, and procedures by engaging regularly with Los Angeles World Airports' (LAWA) Chief Operating Officer and the City Administrative Officer in order to consistently comply with applicable Memorandums of Agreement and Memorandums of Understanding and make sound recommendations to change agreements where necessary.
3. Collaborates with the LAWA Human Resources Division by attending monthly team meetings and engaging with the Human Resources Director at regular intervals in order to ensure consistency in the application of LAWA's administrative policies and procedures.
4. Creates applicable plans and monitors union protests that may affect airport operations by collaborating with Airport Police Division personnel in order to ensure adequate sworn staff are engaged and deployed in the Central Terminal Area.
5. Reports labor relations trends, developments, and events to airport management by periodically presenting pertinent data to the Executive Committee or Deputy Committee in support of a well-informed leadership team.
6. Provides expert review of employee relations related policies, procedures, and specific cases by providing an opinion when new California employment laws are legislated in order to ensure applicable updates are incorporated and that LAWA maintains a well-informed workforce.
7. Research and evaluate various labor and employment issues that may result in employment litigation by annually attending labor and employment law seminars in order to limit legal liability.
8. Represents LAWA's interests in proceedings involving union accretion, unfair labor practices, unemployment compensation disputes, and other wage and hour issues by advocating for LAWA in formal and informal meetings and hearings in order to ensure the Department prevails on issues it deems important.
9. Recommends ways to improve relationships between workers, union representatives, and management by discussing problems, and developing and delivering training in order to reduce grievances and disputes.
10. Prepares replies to issues raised from the public or concerned employees and informs interested parties of actions taken by issuing a closure notice to properly document LAWA's resolution of the matter.
11. Facilitates labor/management meetings and discussions on labor relations issues involving LAWA's tenants and their impact on airport operations by scheduling regular Joint Labor Management Committee meetings in order to maintain open dialogue between all parties.