

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

02-12-2015 PUBLIC SAFETY EMPLOYEE RELATIONS MANAGER, 1721

Summary of Duties: Plans, organizes and directs the work of sworn, professional, and clerical employees engaged in the administration and management of the Los Angeles Fire Department's (LAFD) employee relations program, risk management, behavioral health program, medical liaison and wellness units; serves as consultant to management on the interpretation and application of the Memoranda of Understanding, Employee Relations Ordinance, Firefighter Bill of Rights, Fair Labor Standards Act, and departmental rules and regulations; applies sound management principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

It is anticipated that a position in the class of Public Safety Employee Relations Manager will be exempted from Civil Service under the provisions of Charter Section 1001 (b).

Class Characteristics: A Public Safety Employee Relations Manager oversees the Fire Department's Employee Relations/Risk Management Division that is responsible for the administration of the sworn and civilian employment contracts, risk management involving workers' compensation and temporary disability issues, and the Behavioral Health Program and the Wellness Program. The Public Safety Employee Relations Manager receives minimal supervision and his or her work is reviewed mainly in terms of results obtained and objectives accomplished.

Examples of Duties: A Public Safety Employee Relations Manager:

- Directs through subordinate supervisors the work of sworn, professional, and clerical employees engaged in the administration of the LAFD's employee relations program, risk management, workers' compensation and behavioral health and wellness programs;
- Serves as consultant to management on the interpretation and application of the Memoranda of Understanding, Employee Relations Ordinance, Firefighter Bill of Rights, Fair Labor Standards Act, with particular emphasis on provisions applicable to sworn firefighters, and departmental rules and regulations;
- Supervises and participates in the preparation of negotiating parameters and management bargaining strategy, and in the preparation of cases for litigation and workers' compensation;
- Develops policy, procedure, or strategy recommendations involving employee relations, workers' compensation and risk management for the Fire Chief, the Executive Employee Relations Committee, the City Council Committees, the Mayor, the City Administrative Officer and the City Attorney;
- Participates in resolving differences with sworn and civilian employee unions and communicates the LAFD position during negotiations and other employee/management meetings;

- Oversees the preparation of analyses, proposals, reports, and correspondence on employee relations, risk management, workers' compensation and wellness matters for the Fire Chief and Bureau Commanders;
- Oversees the LAFD's efforts to reduce the risk of injury to sworn and civilian employees through the monitoring of efforts to comply with CAL-OSHA safety mandates;
- Represents the LAFD before City Council, Council Committees, the Board of Fire Commissioners and other groups;
- Directs the conduct of special studies and projects in preparation for negotiations and litigation and/or at the request of LAFD management;
- Provides direction and guidance on unusually complex or sensitive HIPAA and employee relations issues;
- May testify in court as to the strategies employed in the management of workers' compensation, light duty program and safety;
- Confers with LAFD management, City Attorney's Office and other City officials to define and achieve concurrence on needs and priorities and to resolve issues;
- Communicates equal employment information to employees; and
- Ensures a safe work environment for sworn and civilian employees and compliance with LAFD safety policies; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Public Safety Employee Relations Manager must have the following knowledge and abilities:

Knowledge of:

- Federal, State, and City laws and regulations relating to public sector employee-management relations, workers' compensation and safety;
- City personnel rules, regulations, policies and procedures, including the Personnel Procedures Manual, Civil Service Commission Rules, Personnel Department Policies, the City Charter, Employee Relations Ordinance, Firefighters' Bill of Rights and the Administrative Code;
- Techniques for representing the LAFD's position during MOU negotiations;
- Techniques for preparing and presenting the City's position in administrative hearings and litigation;
- The functions, organization, and procedures of the LAFD and other City departments;
- Fair Labor Standards Act, with particular emphasis on provisions applicable to sworn firefighters;
- Peace Officers' Bill of Rights and Firefighters' Bill of Rights;
- Procedures for grievance handling;
- Supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluating subordinates' performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- The risk management and safety issues involving both sworn and civilian work environments;
- Effective safety principles and practices; and

- Memoranda of Understanding as they apply to subordinate personnel and sworn and civilian members of the LAFD.

Ability to:

- Direct a staff of administrative, professional, sworn and/or clerical employees, and coordinate their efforts with other organizational units and departments;
- Manage competing priorities and work assignments by continuously evaluating them in light of the LAFD's mission;
- Formulate and implement new plans, procedures and policies related to safety, light duty, and workers' compensation;
- Analyze employee relations and risk management problems and recommend practical solutions;
- Analyze and project consequences of decisions and/or recommendations;
- Evaluate the work of subordinates, and plan and initiate necessary training activities;
- Deal tactfully and effectively with elected officials, Commissioners, department management representatives, supervisors, employees and representatives of other agencies;
- Direct the preparation of clear, concise and comprehensive oral and written reports; and
- Establish and maintain a work environment that enhances both employee morale and productivity.

Minimum Requirements:

1. Graduation from a recognized four-year college or university; **and**
2. Five years of full-time paid experience performing public sector employee relations activities such as negotiating and administering employee relations agreements, reviewing and responding to grievances, reviewing and recommending negotiation proposals, two years of which must have been in a supervisory capacity.

Experience as an attorney handling public safety labor relations and/or negotiation issues is highly desired.

License:

A valid California driver's license and a good driving record may be required.

Physical Requirements:

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.