

**CLASS SPECIFICATION**

11/9/06

SENIOR LABOR RELATIONS SPECIALIST, 9202

Summary of Duties: Performs complex and sensitive labor relations activities, including negotiating Memoranda of Understanding (MOUs) with unions representing City employees; administering the terms of the MOUs; and preparing analyses, proposals, reports, and correspondence in the field of labor relations; and does related work

Distinguishing Features: A Senior Labor Relations Specialist performs a variety of professional duties related to City employee labor relations activities in the Office of the City Administrative Officer. This class is distinguished from a Senior Personnel Analyst by specializing in labor relations duties and functioning as a lead negotiator in both MOU negotiations and negotiations over issues with a City-wide impact. An employee in this class does not supervise, but may act in a lead capacity over others in the same class.

Examples of Duties: Under the direction of an Assistant City Administrative Officer or Chief Administrative Analyst, a Senior Labor Relations Specialist:

- Conducts the negotiation of MOUs with unions representing City employees;
- Administers MOUs and the City's Employee Relations Ordinance;
- Develops policy, procedure, or strategy recommendations for the City Administrative Officer, the Mayor, the Executive Employee Relations Committee, and other City management;
- Resolves differences with employee unions and communicates the City's position during negotiations and other labor/management meetings;
- Evaluates and makes recommendations on the cost of wages, benefits and other programs proposed in negotiations with employee unions;
- Acts as the City's representative in mediation, fact-finding, and Unfair Employee Relations Practice Claim hearings;
- Makes presentations before the City Employee Relations Board (ERB);
- Provides advice to department management on administering and interpreting MOUs;
- Performs special studies and projects in preparation for negotiations and/or at the request of City management;
- Prepares executive-level reports and correspondence on employee relations matters for the City Council, Mayor and Department Heads; and

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

Qualifications: A Senior Labor Relations Specialist must have the following knowledge and abilities:

Knowledge of:

- Laws, codes, legislation, court decisions, ERB decisions, regulations and standards regarding California public sector collective bargaining and labor relations activities;
- City personnel rules, regulations, policies and procedures, including the Personnel Procedures Manual, Civil Service Commission Rules, Personnel Department Polices, the City Charter and the Administrative Code;
- Techniques for representing the City's position during MOU negotiations;
- Techniques for preparing and presenting the City's position in administrative hearings;
- Techniques for designing, organizing, and conducting surveys of salaries, benefits and employment policies; and
- Techniques for facilitating labor/management meetings and related problem resolution.

The ability to:

- Research, analyze, and prepare collective bargaining positions and proposals for use in negotiations with employee unions;
- Negotiate MOUs between the City and representatives of employee unions on wages, hours and other terms and conditions of employment;
- Communicate effectively, both orally and in writing;
- Establish effective working relationships with management, employees, and employee representatives;
- Exercise appropriate judgment in answering questions and releasing information;
- Analyze and project consequences of decisions and/or recommendations;
- Facilitate labor/management meetings in order to resolve issues proactively;
- Analyze labor relations problems and recommend practical solutions;
- Write clear, concise and persuasive reports involving the summary and analysis of information and the justification of controversial recommendations or findings; and
- Interact tactfully and effectively with elected officials, department representatives, and representatives of other public agencies.

Minimum Requirements: Three years of full-time professional experience performing public sector labor relations activities, such as negotiating and administering labor agreements, reviewing and responding to grievances, serving as an advocate in administrative hearings, and reviewing and recommending negotiation proposals.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to affect reasonable accommodations to the person's limitations.

License: A valid California driver's license may be required.

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 the duties and responsibilities of any position shall be.