

**CLASS SPECIFICATION****04/14/2022****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; developing, implementing, administering, and monitoring the terms of the MOUs' and preparing analyses, proposals, reports, and correspondence in the field of labor relations; and does related work.

Class Characteristics: 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 specializes in labor relations duties and function as the negotiator in both MOU negotiations and negotiations over issues with a City-wide impact. Employees in this class do not generally supervise, however they are professional and technical experts. The Senior Labor Relations Specialist may serve in a lead capacity over others in the same class.

Example of Duties:

- Conducts the negotiations of MOUs with unions representing City employees;
- Develops, implements, administers, and monitors MOUs and the City's Employee Relations Ordinance;
- Develops policy, procedure, or strategy recommendations for the City Administrative Officer, the Mayor, the City Council, 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's 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 purpose or to meet technological changes or emergencies.

REQUIREMENTS:

1. Two years of full-time paid experience at the level of Senior Personnel Analyst with the City of Los Angeles, performing labor relations activities, such as negotiating and administering labor agreements, reviewing and responding to grievances, and serving as an advocate in administrative hearings; **or**

2. Three years of full-time paid experience at the level of Personnel Analyst with the City of Los Angeles, in the Employee Relations Division, Office of the City Administrative Officer, performing labor relations activities; or
3. Graduation from an accredited four year college or university; and four years of full-time paid professional experience performing public sector labor relations activities, including negotiating and administering labor agreements, reviewing and responding to grievances, and serving as an advocate in administrative hearings.

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

Appointment to a position in this class is subject to a one-year probationary period as provided by Charter section 1011.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm and hand dexterity necessary to use drafting instruments; good speaking and hearing ability; and good eyesight, including normal color perception.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case 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 indicated 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 and responsibilities of any position shall be.