

Sweetwater Union High School District

LABOR RELATIONS SPECIALIST

Purpose Statement

Under the direction of the General Counsel, the job of Labor Relations Specialist is to assist with the planning, implementing, directing and maintaining the district's negotiations, labor relations and contract management including processing grievances; assisting the chief negotiator for the District; assisting with the implementation of the District's employer-employee relations program, and the administration of the District's grievance procedure.

Essential Functions

- Assist in a range of labor relations and negotiations processes for the purpose of ensuring compliance with district, state and/or federal regulations.
- Assist in the development of employee relations policies.
- Establish and maintain cooperative and effective working relationships with employee organizations, and community stakeholders.
- Lead or support the District negotiations team in collective negotiations with exclusive representative of both certificated and classified bargaining units.
- Participate, as required, in closed session briefings of the Governing Board of Education and at Superintendent's cabinet regarding negotiations.
- Provide advice and guidance to District and supervisory personnel in matters related to employee relations, contract interpretation and administration.
- Plan and coordinate inservice training seminars on employer-employee relations.
- Coordinate revisions to District Administrative Regulations, Board Policies, and procedures resulting from negotiated contacts and agreements.
- Advise management personnel on the proper application of administrative procedures governing resolution of employee grievances.
- Assist in a program of counseling District employees on matters related to employer-employee relations.
- Prepare cases and represent the District at grievance hearings.
- Coordinate the grievance procedures and act as a liaison with legal counsel concerning legal aspects of grievance procedures and processing.
- Review and disseminate arbitration decisions pertaining to public agencies.
- Construct independent research and develop statistical, financial, and management information related to employee relations.
- Researches information for the purpose of providing additional information and/or recommendations, to address a variety of labor relations and negotiations requirements.
- Interprets contract language, Education Code, Board Policy and employment regulations for the purpose of ensuring compliance with district, local, state and federal requirements.
- Prepares a wide variety of materials in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings (e.g. Board meetings, workshops, seminars, conferences, in-service programs, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out employee relation responsibilities.

- Coordinates/facilitates regular communication meetings with all association groups.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. conflicts in policies and regulations, community concerns, parental request, etc.) for the purpose of identifying the relevant issues and recommending or implementing a course of action.
- Serves as a single point of contact for all association groups.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent federal, state and local laws and regulations; budget preparation; business telephone etiquette; and employer-employee relations, collective bargaining process and contract administration.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

- Any combination equivalent to: a bachelor's degree in industrial relations, public administration, business administration, or related field and three years of progressively responsible management experiences, or at least five years of successful professional occupational experience with an increased level of responsibility and experience including practical experience with negotiations, legal or labor relations functions, preferably in an educational setting.

Required Testing

None Specified

Certificates Preferred

Valid California Driver's License

Continuing Education/Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

*Management Job Description
Adopted by BOT 12/10/12*