

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Labor Relations Administrator	CLASS. CODE: 0076
DEPARTMENT:	Human Resources Department	FLSA: E
REPORTS TO:	Human Resources Director	DATE: 7/1/2002

Job Summary:

This is responsible administrative work in representing the City as lead negotiator with collective bargaining units and in administering resulting contracts. Serves as objective informed outside resource in reducing conflicts which arise during employment for all employees City wide.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Speaks as the City's chief negotiator with unions representing General Serves' employees (600+), Fire employees (150), Police employees (150), 9-1-1 employees (50) negotiation, mediation, and Interest Arbitration processes.
2. Provides leadership and direction in the development of short and long-range plans as they relate to collective bargaining issues.
3. Gathers, interprets, and prepares data for studies, reports, and recommendations in conjunction with top management in meeting with City Council to obtain collective bargaining guidelines.
4. Presents tentative agreements for ratification and drafts resulting contracts.
5. Administers City's collective bargaining contracts. Meets with and advises supervisory staff City wide regarding appropriate actions to be taken in employee relations issues.
6. Drafts City's response to grievances, gathers evidence, interviews witnesses, handles other details in preparation for arbitrations and hearings before administrative agencies.
7. Prepares briefs, develops strategy, arguments and testimony in preparation for presentation of case before arbitrators and Hearings Officers.
8. Interprets laws, rulings and regulations for City officials and staff related to labor relations.
9. Advises supervisory and management staff regarding labor relations and human resources procedures, rules, laws, and conflict avoidance and resolution measures related to effective labor relations.
10. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
11. Provides professional advice to City officials, makes presentations to Council, and other bodies regarding labor relations matters.
12. Explains and interprets the City's collective bargaining contracts, Civil Service Rules, Human Resources Rules, Federal and State wage, hour, and civil rights laws, as well as various payroll and human resources policies.
13. Provides training to supervisory and management staff regarding effective leadership and employee matters.
14. Communicates official plans, policies, and procedures to staff and the general public.
15. Prepares a variety of studies, reports, and related information for decision-making purposes.
16. Maintains harmony between the management and employee groups, both represented and non-represented.

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17. Investigate and make recommendations regarding wrongdoing, performance problems with management staff.

Important Job Functions

1. Analyzes various department operations so as to effectively give advise on how to coordinate their procedures with working condition defined within labor contracts.
2. Analyzes and understands human psychological motivators as they related to effective organizations.
3. Performs other duties as required to ensure efficient operation of the department.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Automobile

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in human resources administration, public administration, business management or a closely related field (Master's level degree preferred); and, 10+ years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Driver's License.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Understanding political nature of organizations, so as to be able to craft a recommendation that resolves, or reduces conflict between employees and the City.
- Public Sector Human Resources so as to contribute to the effectiveness of the Department by suggesting other possible approaches to problems with arise.
- Understanding of Laws and Administrative Policies, with extensive knowledge of Public Employees Collective Bargaining Act, Federal Fair Labor Standards Act, State Wage and Hour laws, and considerable knowledge of modern policies and practices of public administration.
- Employee classification, compensation and benefits, recruitment, selection, training and general labor relations.
- Risk management and safety practices.

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Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Occasionally handle personnel actions taken against employees (terminations).
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Choose an approach to a problem that will be most successful while limiting the risk for the City, when there are conflicting laws and regulations that are pertinent to the situation.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Operate motor vehicles.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.