

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Labor Relations Specialist	<b>REPORTS TO:</b>	Executive Director, Labor Relations & Special Labor Counsel
<b>DEPARTMENT:</b>	Labor Relations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY:</b>	028
<b>REVISED:</b>	March 25, 2013		

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**BASIC FUNCTION:**

Assist the Executive Director, Labor Relations & Special Labor Counsel in the implementation of the District's employer-employee relations program, and the administration of the District's grievance procedures.

**REPRESENTATIVE DUTIES:**

Participate as a member of the District negotiations team in collective negotiations with exclusive representatives of both certificated and classified bargaining units; represent the District, as assigned, in its relationships with exclusive representatives. *E*

Assist in the development of District collective negotiations proposals and responses. *E*

Prepare cases and represent the District at grievance hearings. *E*

Coordinate the grievance procedures and act as liaison with the legal office, when assigned, concerning legal aspects of grievance procedures and processing. *E*

Research and coordinate responses to requests for information from exclusive representatives of bargaining units. *E*

Advise management personnel on the proper application of administrative procedures governing resolution of employee grievances. *E*

Coordinate revisions to District Administrative Procedures and employee relations policies resulting from negotiated contracts and agreements. *E*

Assist in the development of employee relations policies. *E*

Assist supervisory personnel, Area Superintendents, Principals, and department heads in administering collective negotiations agreements. *E*

Provide advice, guidance, and training as needed, to District and supervisory personnel in matters related to employee relations, contract interpretation, and administration. *E*

Assist in a program of counseling District employees on matters related to employer-employee relations. *E*

Plan and coordinate in-service training seminars on employer-employee relations, related to areas including, but not limited to Collective Bargaining Agreements and grievance procedures. *E*

Construct independent research and develop statistical, financial, and management information related to employee relations. *E*

Review and disseminate arbitration decisions pertaining to public agencies. *E*

Participate, as assigned, in closed session briefings of Board of Education and at Superintendent's cabinet regarding negotiations. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a bachelor's degree in industrial relations, public administration, business administration, or related field; and three years of progressively responsible management experience. At least five years of increasingly responsible human resources or labor relations experience with public employee unions may be considered as equivalent experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Employer-employee relations techniques and methodologies, federal and state laws pertaining to public employee collective negotiations.

Applicable laws, codes, regulations, policies and procedures related to collective bargaining, which include but are not limited to understanding of the Education Employment Relations Act, Meyers-Milias Brown Act, and the Fair Labor Standards Act.

Any and all state and federal laws that govern working conditions subject to negotiations (such as FMLA, ADA, OSHA, OTETA, CFEHA, Government Codes, etc.).

Modern office procedures and organization practices.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction to the employee relations functions.

Perceive organizational implications of recommendations and decisions.

Exercise tact, diplomacy, and independent judgement.

Prepare documents with speed and accuracy.

Train and evaluate the performance of assigned staff.

Review existing and pending legislation related to procedural guidelines and the District's Labor Relations program and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make representations; seeing to read and write reports.