



MANAGER OF LABOR RELATIONS

JC: HF130
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: June 2016
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the operations and activities of the District's Labor Relations Department; leads the District in negotiating with the District's labor unions over collective bargaining agreements, side letters, MOU's, meet and confers and settlements; performs related duties as required.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification is responsible, through subordinate professionals, for managing complex labor relation activities, including the administration of multiple agreements with unions and other employee organizations on a District-wide basis. This classification is distinguished from Director of Labor Relations in that the latter has overall responsibilities for overall management and direction of the District's Labor Relations functions and activities.

REPORTS TO

Director of Labor Relations or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages and oversees assigned services and activities of the Labor Relations Division including the negotiation and administration of collective bargaining agreements.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including establishing timelines, resources, costs, and reporting methods; recommends and administers policies, procedures and programs that help improve employer-employee relations; collaborate with managers within the department to achieve departmental goals and objectives.
3. Develops and tracks metrics to monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for supervisors, professional and administrative staff; assigns work activities, projects and programs; reviews and evaluates work

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products, methods and procedures; meets with staff to identify and resolve problems.

5. Negotiates collective bargaining agreements with the labor unions; develops District positions and strategies; prepares appropriate documentation; ensures on-going administration of the agreements; meets with union leadership to address and/or resolve problems related to employer-employee relations.
6. Directs the handling of grievances; resolves issues with union representatives; manages the grievance process through formal arbitration, if necessary; represents the District in arbitration matters.
7. Trains, advises and counsels management and supervisory personnel on labor relations issues including investigations and discipline and efficient communications skills with bargaining unit representatives.
8. Monitors developments related to assigned area of responsibility; evaluates impact on District operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Serves as the liaison for the Labor Relations Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to labor relations programs, policies and procedures as appropriate.
14. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of labor relations.
15. Responds to and resolves difficult and sensitive inquiries and Complaints from citizens, the press, or other government officials.

QUALIFICATIONS

Knowledge of:

- Characteristics, services and activities of a comprehensive labor relations program
- Methods and techniques of negotiating labor agreements
- Principles and practices of labor, relations management
- Principles and practices of program development and administration
- Policies and procedures governing labor contracts administration

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- Principles and practices of budget preparation and administration
- Procedures, rules and regulations for grievance and arbitration
- Supervision, training, and evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive labor relations program.
- Overseeing, training, and **evaluating** assigned staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering administrative program, financial reports and budgets
- Analyzing problems and identifying alternative solutions
- Researching, analyzing and evaluating new service delivery methods and techniques
- Working effectively with labor unions in resolving labor conflicts
- Negotiating collective bargaining agreements
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Representing the District in arbitration proceedings
- Training, management and supervisory personnel on contract and labor relation issues
- Federal, State and local policies, laws and regulations

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Human Resources, Labor Relations or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time) verifiable professional experience in labor relations or related experience which must include at least two (2) years of supervisory experience.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0136 – Human Resources Workers
Safety Sensitive: No