

SENIOR LABOR RELATIONS ADMINISTRATOR

DEFINITION

Plans, prepares, organizes, and coordinates District strategies and proposals for collective bargaining negotiations; participates in arbitration hearings for classified and certificated labor relations matters; and serves as a District's lead negotiator as directed for assigned bargaining units.

TYPICAL DUTIES

- Reviews, coordinates, and conducts the work of labor negotiations with the District's represented bargaining units within established guidelines; serves as a District's lead negotiator as directed for assigned bargaining units.
- Plans labor strategy in collaboration with the District's chief negotiator and participates in preparing District positions and proposals for use in collective bargaining.
- Coordinates negotiation sessions and other labor relations-related meetings between the District and bargaining unit representatives.
- Prepares, develops, and revises labor relations documents such as initial proposals and counterproposals for reopener and successor agreements, "sunshining proposals", and formalized agreements reached with bargaining units.
- Oversees and participates in the identification, collection, and analysis of data related to collective bargaining.
- Oversees and coordinates District responses to information requests from employee organizations on matters within the scope of union representation.
- Collaborates with District offices to obtain input for collective bargaining proposals and develop and implement systems responsive to departmental labor relations needs.
- Provides guidance and solutions to highly complex labor relations problems.
- Represents the District in arbitration hearings relating to contract interpretation, or serves as co-counsel for other District representatives; and testifies as an expert witness when necessary in such hearings.
- Represents the District in hearings before the Public Employment Relations Board relative to unfair practice charges, representational elections, and decertification actions.
- Advises administrators and other District management staff in matters relating to the execution of collective bargaining agreements and grievance procedures.
- Recommends new policies and procedures or the modification of existing policies and procedures relative to personnel practices.
- Interprets legislation, Board rules, administrative regulations, policies, and procedures affecting the Office of Labor Relations.
- Prepares collective bargaining documents and records.
- May relieve the Director of Labor Relations or designee, as necessary.
- May serve as a technical advisor at certificated and classified grievance meetings.
- May supervise the work of assigned personnel.
- May assist with administrative and operational activities for the office.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Labor Relations Administrator plans, coordinates, and leads negotiations as directed for assigned bargaining unit and participates in arbitration hearings for labor relations matters .

The Labor Relations Administrator plans, organizes, supervises, and participates in classified and certificated negotiation sessions, collective bargaining agreements with recognized employee organizations, and arbitration hearings regarding labor relations matters.

The Director of Labor Relations plans, directs, administers and coordinates the work of labor relations and negotiations for certificated and classified personnel of the District.

SUPERVISION

General supervision is received from the Director of Labor Relations or higher-level administrator. Supervision is exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Education Code, Title 5 of the California Administrative Code, the Government Code, the Educational Employment Rights Act, the Public Employment Relations Board process, Board Rules, and the merit system
- California State laws, rules, and regulations and policies of the District and the Personnel Commission relating to employer-employee relations, and personnel administration
- Collective bargaining contracts for all of the District's bargaining units, including side letters, memoranda of understanding
- Negotiation practices and techniques relating to employees in public education
- Principles, policies, practices, and legal trends concerning labor relations and public personnel administration
- Various certificated and classified personnel assignment practices within the District
- District policies and procedures, goals and objectives, organizational structure and functions and negotiated contracts
- Basic principles and practices of administrative analysis and data analysis
- Supervisory and managerial techniques

Ability to:

- Coordinate, collaborate, and negotiate with assigned District certificated and classified bargaining units
- Analyze complex technical problems, evaluate alternatives and make independent judgments within established guidelines
- Gather, evaluate, and summarize data accurately
- Interpret and explain District bargaining agreements and labor relations policies and procedures
- Conduct and coordinate employee relations, management studies, and surveys
- Establish and maintain effective working relationships with District personnel, employee organization representatives, officials of other agencies, and hearing officers
- Prepare proposed laws, rules, collective bargaining items, regulations, and procedures
- Formulate and express ideas clearly and concisely, in written reports and oral presentations
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts
- Lead and facilitate group processes, including consensus building and resolution of conflict
- Supervise and delegate responsibilities to subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Three years of experience performing duties in one or more of the following: labor negotiations, labor contract development or administration, formal mediations, or employee grievance procedures and resolution.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of private transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

08-21-25

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