

## LABOR RELATIONS ADMINISTRATOR

### DEFINITION

Plans, organizes, and participates in negotiation sessions, collective bargaining agreements with recognized employee organizations, and arbitration hearings regarding classified and certificated labor relations matters.

### TYPICAL DUTIES

Manages, supervises, and assigns the activities of certificated and classified labor relations.  
Develops initial proposals and counterproposals for reopener and successor agreements, writing and revising the language as necessary.  
Identifies, collects, and analyzes data on collective bargaining and classified employee performance issues.  
Coordinates negotiation sessions with all certificated and classified bargaining units.  
Provides guidance to administrators and other District management staff in matters relating to the evaluation of certificated and classified personnel and the execution of collective bargaining agreements.  
Advises management staff regarding grievance procedures; may serve as technical advisor at certificated and classified grievance meetings.  
Plans labor strategy in collaboration with the assigned District labor attorney.  
Assists in the preparation of "sunshining" proposals.  
Responds to information requests by bargaining units related to negotiation issues.  
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.  
Interprets legislation, Board rules, administrative regulations, policies, and procedures affecting the Office of Labor Relations.  
Recommends new policies and procedures or the modification of existing policies and procedures relative to personnel practices.  
Collaborates with District offices to develop and implement systems responsive to departmental labor relations needs.  
Provides solutions to complex labor relations problems.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 matter.

The Assistant Director of Labor Relations assists in the management of the Department and acts for the Director as required.

### SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

California State laws, rules, and regulations and policies of the District and the Personnel Commission relating to employer-employee relations, and personnel administration  
Government Code, Education Code, California Administrative Code-Title 5, and Board Rules  
Collective bargaining agreements for United Teachers of Los Angeles (UTLA) and Associated Administrators of Los Angeles (AALA)  
Collective bargaining agreements for all of the District's classified bargaining units  
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  
School site certificated operations and processes  
Statistical techniques and methods appropriate for the analysis and reporting of personnel data  
Supervisory and managerial techniques  
Basic principles and practices of administrative analysis and data systems analysis

### Ability to:

Conduct and coordinate employee relations, management studies, and surveys  
Gather, evaluate, and summarize data accurately  
Establish and maintain effective working relationships with District personnel, employee organization representatives, officials of other agencies, and hearing officers  
Plan, organize, direct, coordinate, and review the work of a unit  
Formulate and express ideas clearly and concisely, in written reports and oral presentations  
Prepare proposed laws, rules, collective bargaining items, regulations, and procedures  
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 in professional personnel administration or other equivalent professional experience. One year of the required experience must have included performing duties in one or more of the following: labor negotiations, data collection and analysis for collective bargaining, labor contract administration, 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.

Revised  
11-09-23  
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