



Labor Relations and Compliance Director

Management Range: 19

Board Approved: 06/21/18 P. 1|4

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general direction of the appropriate Administrator, the Labor Relations and Compliance Director performs advanced, professional labor relations work, labor relations research and analysis; prepares and presents grievance and interest arbitration cases; helps assure District compliance with labor relations contractual agreements, Education Code, and applicable Federal, State, and local laws, ordinances, and codes, and serves as chief negotiator with assigned bargaining units. This position also plans, organizes, and coordinates a comprehensive health and safety, and risk management program to ensure that the staff, students, public, and the District's assets are adequately and appropriately protected.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Directs, personally develops and prepares the District's bargaining position for labor negotiations, secures input from the Board of Trustees, the Chancellor and administrative staff.
2. Oversees, develops, organizes coordinates, and evaluates comprehensive health and safety, and risk management programs.
3. In collaboration with the Business Services office, manages the Districts insurance programs including but not limited to, the following: health, student accident insurance and all other coverage as needed.
4. Participates in the selection of labor bargaining teams; ensures that affected constituents are involved and informed about the about the status of the bargaining process; establishes procedures and communication channels between the bargaining team, the Executive Administration, Board of Trustees, and all other appropriate parties.
5. Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.
6. Directs Human Resources staff on processes worker's compensation claims; coordinates and participates in the interactive process; assists campuses in accommodating injured workers; oversees ergonomic requests and studies.
7. Reviews, revises, updates, and maintains safety record keeping methods and systems with a focus on computerization of records, confidentiality and efficient access to records. Develops individual department-specific safety record keeping systems when necessary, and instructs department personnel in their use. Develops web-based communications systems for the dissemination of health and safety information.
8. Assist Administration in developing an overall theme and strategy for bargaining; works with bargaining team to create solid arguments and strategies that permit implementation of a coherent plan at the table; analyzes trends and best practices to support successful negotiations.
9. Writes, interprets and researches contract language to achieve the goals set by the district: upon the receipt of counterproposals, identifies possible alternative compromise solutions that will likely achieve a deal.



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10. Develops labor contract costing models to accurately cost out district and union proposals.
11. Serves as the lead negotiator for the District at the bargaining table: must be able to handle stress and intense discussion of ideas.
12. Consults with district leadership in the administration of recently-agreed upon memoranda of understanding (MOUs); advises district management and staff regarding consistent, equitable interpretation and application of MOUs.
13. Reviews and develops responses to grievances appealed to the district; investigates and coordinates responses to informal and formal unfair labor practice charges filed by employee organizations against the District.
14. Assists the District in development of ongoing labor relations policies and strategies.
15. Serve as ongoing liaison between the District, the Human Resources Division and Chancellor's Office on all matters concerning labor-management relations, including statewide labor relations policies and initiatives.
16. Provides training, direction, and work review to HR Analysts supporting Chief Negotiator; supervises, organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
17. Provides input into selection, evaluation, discipline, and other personnel matters, and resolves problems or issues arising from such inquiries.
18. Conduct and oversee internal investigations related to labor relations.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Collective bargaining process in the public sectors.
- Collective bargaining principles, including recognition of exclusive bargaining representatives, management rights, scope of bargaining, and unfair labor practices.
- California labor laws, rules and regulations.
- California Education Code.
- Principles, practices, methods and techniques of training.
- Methods and techniques of accident reporting and investigations.
- Negotiation principles, including negotiations preparation, trust building, effective listening, understanding settlement ranges and best alternatives to a negotiated agreement (e.g., impasse procedures).
- Grievance and arbitration procedures in Public Education.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.

Ability to:



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- Act effectively as Chief Negotiator of management team in contract negotiations.
- Interpret and apply labor laws and provisions of memoranda of understanding.
- Obtain, analyze, and evaluate data involving labor relations, salary administration, and fringe benefits.
- Interact with high-level management and translate expressed management desires into comprehensive employer bargaining proposals.
- Communicate effectively with representatives of employee organizations.
- Use good judgment and make sound decisions in situations involving pressures and emotional stress.
- Prioritize, and coordinate multiple work activities and meet critical deadlines.

Licenses and Certificates: None

Education and Experience Guidelines

Education/Training:

Master's Degree or equivalent from a recognized college or university with major course work in industrial relations, personnel administration, or other closely related field and five years of professional experience negotiating labor agreements between management and employee organizations. A Bachelor's Degree and several years of direct professional experience in negotiations and labor relations can be used in lieu of the Master's Degree.

Additional qualifying experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

Preferred Education and Experience:

Graduate level coursework in legal writing, policy analysis and research. Experience working in Higher Education or K-12 system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Hearing: Hear in the normal audio range with or without correction.



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