

CLASS SPECIFICATION
Labor Relations Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of responsible professional, technical and analytical activities in support of the City’s Labor Relations unit within the Bureau of Human Resources; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

Labor Relations Analyst is the entry-level class in the professional labor relations series. Incumbents are responsible for managing individual programs or complex processes, such as the City’s Commercial Driving License and Police Bureau drug testing programs. Incumbents are also responsible for addressing labor relations issues in assigned bureaus, in conjunction with the Labor Relations Manager and appropriate Human Resources Coordinators. Incumbents are expected to carry out their varied responsibilities with initiative and a significant degree of independence under general supervision, exercising sound professional judgment and problem-solving skills.

Labor Relations Analyst is distinguished from Senior Labor Relations Analyst in that incumbents in the latter class perform more difficult work requiring broader professional knowledge gained through continuing professional development and experience and may provide lead direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Administers labor relations-related programs; serves as subject matter expert; develops and administers training; develops and maintains tracking databases and filing systems; maintains all confidential program data; identifies and recommends solutions to program resource needs; develops task lists and time estimates; serves as technical resource for program information to City employees and the public; monitors program efficiency; implements and communicates policy and procedure updates as necessary; develops and maintains relationships with bureau and union contacts; represents the City at meetings regarding program issues; provides reports and other data as required.

2. Researches and interprets program policies and associated regulations; meets with bureaus, stakeholders, City Attorney as necessary to recommend and implement policies and associated regulations; researches standards and policies of other jurisdictions; works with contractors and City stakeholders to ensure program compliance with applicable requirements.
3. Acts as a representative on labor relations matters as assigned to a small bureau with fewer employees and less complex labor relations issues, with direction and support from lead staff and Labor Relations Manager; interprets and explains labor relations policies, procedures and regulations to management and staff; works with management to resolve grievances, interprets union contracts and/or other authorized agreements and implements contractual requirements; advises managers and supervisors on discipline and other related personnel issues.
4. Interprets labor contract agreements and assists with implementation into City's human resources information system; interprets contractual rules and requirements, including complex employee pay structures, and works with EBS team and HR Systems Manager to adapt system to accommodate HR needs.
5. Administers Citywide CDL (Commercial Drivers License) drug and alcohol testing program; acts as subject matter expert on DOT (Department of Transportation) regulations and City CDL policy; maintains confidential testing results; ensures compliance with federal regulations; schedules mandatory follow-up tests; maintains testing pool; revises City's CDL drug and alcohol policy and driver education materials; creates, schedules and administers Citywide reasonable suspicion training for all managers and supervisors; answers questions from management, CDL drivers, unions, and other stakeholders regarding DOT regulations and City policy.
6. Administers Police Bureau drug and alcohol testing program according to industry standards and union contract language; develops and administers training for management staff and union members; researches, recommends and implements policies and procedures.
7. Provides support to labor contract negotiations; takes notes during negotiations; performs research related to contracts.
8. Provides administrative support to labor relations staff; arranges for computers and computer moves for department staff; prepares various reports for bureau management; prepares rates requests for proposals and contracts.
9. Develops and coordinates bureau-wide training on various labor relations subjects.
10. Performs a variety of special research and analysis projects.

OTHER DUTIES

1. May administer City's Targeted Severance Program under direction of Assistant Director of Bureau of Human Resources.
2. May administer the City's Civil Service Board, processing Civil Service Board appeals.
3. Represents the bureau at various meetings, committees and activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public personnel administration, including recruitment, testing and selection, EEO/affirmative action, classification and job analysis/evaluation, compensation administration, employee relations, employee development and performance planning and appraisal.
2. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.
3. Principles and practices of public administration, including maintenance of public records.
4. Research methods and data analysis techniques.
5. Principles and practices of effective business communication.
6. Operation of standard business computer software.
7. City human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
2. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
3. Exercise independent judgment and initiative within established guidelines.
4. Present recommendations clearly and logically.
5. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.

6. Communicate effectively orally and in writing.
7. Prepare clear, concise, accurate and persuasive reports, correspondence and other written materials.
8. Maintain confidential and sensitive information.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
10. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, employee and community organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least one year of responsible human resource management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: March 2012