

**CLASS SPECIFICATION**  
**Labor Relations Coordinator**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, represents the City in advising managers and staff on employee relations, contract/policy interpretation and related human resources matters; provides advice and consultation on disciplinary and grievance matters; represents the City in formal hearings; conducts analyses and participates in developing bargaining proposals; may be assigned to serve as chief spokesperson in negotiating collective bargaining agreements on behalf of the City and bureaus; and performs related duties as assigned.

**NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.05 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.**

**DISTINGUISHING CHARACTERISTICS**

A Labor Relations Coordinator is responsible for development, implementation and day-to-day administration of the City's labor relations program. Incumbents are responsible for providing advice and assistance to City bureaus on labor relations issues, including interpreting contract provisions, and representing the City in responding to and resolving employee and bargaining unit grievances and difficult employee relations issues. Incumbents participate in developing collective bargaining strategies and may be designated to serve as chief spokesperson for bargaining specific labor contracts.

Labor Relations Coordinator is distinguished from Labor Relations Manager in that the latter class is responsible for the overall management and administration of the City's labor relations program. Labor Relations Coordinator is distinguished from Senior Labor Relations Analyst in that Coordinators are expected to exercise greater independence and provide on-the-spot decision making with managers, supervisors and/or labor unit representatives on difficult and sensitive issues and to act on behalf of the City as spokespersons during contract negotiations. Labor Relations Coordinator is distinguished from Human Resources Coordinator due to the former's specialization in the area of labor relations.

**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. When designated as chief spokesperson, negotiates, or assists in negotiating collective bargaining agreements for specific assigned units on behalf of the City and bureaus, including developing Letters of Agreement; participates in the development of strategy for

labor contract negotiations; researches and develops contract and costing proposals; identifies City bargaining and unit issues and interests; advocates on behalf of the City's interests.

2. Participates in administering labor contracts for designated bargaining units; provides interpretation of labor contract terms and requirements to managers and employees; reviews and advises managers on administering employee performance and disciplinary actions; advises and provides assistance to bureaus on sensitive and difficult employee or labor relations matters, including grievance and arbitration procedures and processes; assists bureaus with negotiation and settlement of issues; presents the City's case in mediation and interest and grievance arbitration; represents the City in unemployment hearings.
3. Acts as a City-wide representative on employee and labor relations matters; advises managers and supervisors on employee and labor relations and disciplinary processes to ensure compliance with rules, policies and procedures; researches and develops recommendations regarding employee relations procedures, issues and cases; assists in the resolution of disputes through a variety of resolution vehicles; advises managers and supervisors on discipline and other related personnel issues.
4. Researches, develops and recommends new policies, procedures, programs and activities associated with areas of assigned responsibility.
5. Reviews and analyzes new and proposed federal, state and local legislation applicable to labor and employee relations; advises City officials of the administrative and fiscal impacts of new and proposed legislation; ensures City's labor relations program is compliant with legally mandated programs; develops and recommends revisions to City-wide human resources policies and the City's Personnel Rules to ensure compliance with new state and federal requirements.
6. Develops and conducts training for bureau managers and supervisors on employee and labor relations issues and topics.
7. Acts as a City-wide resource and consultant to City bureaus on employment laws, policies, regulations, and labor agreements, City Charter and Code and Personnel Rules.

#### **OTHER DUTIES**

1. Participates in conducting salary surveys and compilation of survey data.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of labor relations, including negotiation and contract administration practices, and developing human resources trends, especially as they apply to the areas of employee and labor relations.

2. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
3. Administrative principles and methods, including goal setting, program development and implementation.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
5. Principles and practices of public administration, including reporting and maintenance of public records.
6. Research methods and data analysis techniques.
7. City functions and operations and associated human resource management issues.
8. Principles and practices of effective business communication.
9. Operation of standard business computer software.
10. City human resources policies and labor contract provisions.

**Ability to:**

1. Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.
2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
3. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Exercise independent judgment and initiative within established guidelines.
5. Present proposals and recommendations clearly and logically.
6. Represent the City effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues.
7. Negotiate effectively on behalf of City management.
8. Communicate effectively orally and in writing.
9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

10. Maintain confidential and sensitive information.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, employee organizations, union representatives 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, law, psychology or a closely related field; and at least five years of progressively responsible experience in the development and delivery of comprehensive human resources services, at least three of which were in the conduct and administration of labor relations activities and programs; 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.

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**Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

This class is composed of positions from the following class(es):

HUMAN RESOURCES COORDINATOR. Adopted: 07-01-92

Revised:

June 2009 - Change Job Class number from 7280 to 30000536, due to system change.

May 2014 updated language. Added Deep class verbiage. Reference LR analysts in Distinguishing Characteristics.