

**CLASS SPECIFICATION**  
**Senior Labor Relations Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the City's Labor Relations unit within the Bureau of Human Resources; provides labor relations support as assigned to specified bureaus; 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**

A Senior Labor Relations Analyst performs full scope, professional level work for the City's labor relations program, providing professional advice and counsel to City managers, supervisors and employees of smaller bureaus or bureaus with less complex labor relations issues as assigned. Incumbents perform their responsibilities with a significant degree of independence and application of professional experience and judgment, but may partner with the Labor Relations Manager or Coordinators on more complex labor relations issues or issues with citywide impact.

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

Senior Labor Relations Analyst is distinguished from Labor Relations Coordinator in that the latter is expected to exercise greater independence and decision-making with bureau managers and supervisors of medium-to-large City bureaus on difficult and sensitive issues. Labor Relations Coordinators also act on behalf of the City as spokespersons during contract negotiations.

**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. Acts as a representative on labor relations matters to assigned bureau; advises managers and supervisors on employee and labor relations issues as well as disciplinary processes to ensure compliance with laws, rules, policies and procedures, and labor contracts and/or other

authorized agreements; 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.

2. Participates in administering labor contracts for designated bargaining units as assigned; 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.
3. Interprets policies, procedures, regulations and labor contract provisions for managers, staff and the public; provides guidance and assistance to bureau management and employees on labor relations issues and concerns; responds to requests for information.
4. Participates on the management bargaining team in labor negotiations; interprets the provisions of labor contracts; assists in preparation for collective bargaining; researches and writes proposals; assists chief negotiator/Labor Relations Coordinator with note taking during bargaining sessions; may act as a negotiator on a particular subject in support of Labor Relations Coordinator.
5. Prepares grievances responses; works with bureau and Site Team Human Resources Coordinators to respond to employee grievances per collective bargaining agreements and within contractual timelines; assists bureaus with negotiation and settlement of issues; presents the City's case in mediation and interest and grievance arbitration.
6. Prepares and submits ordinances for City Council approval; drafts ordinance documents pertaining to labor relations agreements, grievance settlements or other dispute resolutions which affect or pertain to labor contracts and/or provide financial settlements.
7. Represents the City at unemployment hearings; attends and testifies on behalf of the City; drafts and provides written responses to employment division; prepares managers to provide testimony at hearings.
8. Represents the City at Civil Service Board hearings; conducts research, prepares case briefs and witnesses for Civil Service Board appeals.

## **OTHER DUTIES**

1. Assists in the administration of specialized Labor Relations-related programs and processes, such as the drug and alcohol testing program and targeted severance program.
2. Assists in the gathering of information for special surveys and studies regarding classification, compensation and other labor relations-related issues.
3. Conducts a variety of special projects, as directed.

4. May provide lead work direction and guidance to other professional or support staff.
5. Serves on City and bureau human resource related committees.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of employee and labor relations, including negotiation and contract administration practices.
2. Principles and practices of public personnel administration, classification and job analysis/evaluation, compensation administration, recruitment, testing and selection, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
3. Federal, state and local laws, regulations and court decisions applicable to the administration of labor relations practices.
4. Principles and practices of public administration, including reporting and maintenance of public records.
5. Research methods and data analysis techniques.
6. Trends in human resource program development, especially as they apply to the areas of employee and labor relations.
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.
11. Principles and practices of effective supervision.

### **Ability to:**

1. Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.
2. Design, implement and utilize data gathering and reporting procedures.
3. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

4. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations and union contract provisions.
5. Exercise independent judgment and initiative within established guidelines.
6. Present proposals and recommendations clearly and logically.
7. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.
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, community organizations, compliance review agencies 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 three years of progressively 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