

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Labor Relations Analyst

Unit: Confidential

Page: 1 of 3
Job Code: L1900
Original Date: 02/1998
Last Revision: 04/2019
Staff Type: Classified
FLSA status: Exempt
Salary Range: 31

DEFINITION

Under the general direction of the Director, Employee Relations, or other assigned supervisor/manager, independently perform a wide variety of complex, journey-level duties in support of the employer-employee-relations program; provide coordination, organization, review, analysis, and technical support for grievance and discipline activities; assist in contract negotiations and develop innovative solutions to complex and sensitive employer-employee-relations problems.

EXAMPLE OF DUTIES

1. Assist the Director, Employee Relations, in coordinating, developing, organizing, and implementing a wide variety of employer-employee-relations activities.
2. Meet with supervisors and managers to determine the need for disciplinary action and plans for progressive discipline; prepare evidence for disciplinary hearings.
3. Process labor complaints between employees and management and coordinate grievance procedures. Discuss labor relations matters with employee representatives or other interested parties. Advise management personnel on the proper application of administrative procedures governing resolution of employee grievances and represent the District at grievance hearings.
4. Analyze and evaluate highly confidential and sensitive personnel matters, information, or evidence related to bargaining or meet and confer grievances; organize additional supportive evidence, background information, and documentation; prepare statements of issues/charges and recommend appropriate action.
5. Investigate, analyze, and evaluate union complaints or arguments to determine viability. Mediate discussions between managers and employee representatives to reconcile differences. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns. Research and draft response to complaints involving employment policies and practices.
6. Maintain effective communication and working relationships with administrators, contractors, and staff within the field of specialty and related organizations. Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures; identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of technical issues; coordinate project workflow, identify assignments, and track progress.
7. Participate as a member of the District negotiations team in collective negotiations with exclusive representatives of both classified and faculty bargaining units; represent the District, as assigned, in its relationships with exclusive representatives. Assist in the development of District collective negotiations proposals and responses. Research and coordinate responses to requests for information from exclusive representatives. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation.
8. Provide advice and guidance to District personnel in matters related to employee relations, contract interpretation, and administration of collective bargaining agreements. Assist in the coordination and development of employee-relations training activities.

9. Handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll, and personnel administration and information; interpret, explain, and apply applicable sections of California Education Code, District collective bargaining and meet and confer agreements, and other local, State, and federal laws.
10. Operate computers and business-related software, including word processing, spreadsheets, and databases; Create and maintain databases and tracking systems for a variety of uses, including tracking discipline cases and grievances.
11. Perform special projects as assigned; make reports both orally and in writing to management.
12. Conduct research and perform specialized analyses and confer with legal counsel as required; develop statistical, financial, and narrative reports.
13. Plan and coordinate in-service training seminars on employer-employee relations, related to areas including, but not limited to Collective Bargaining Agreements and performance management.
14. Review, analyze, and evaluate the impact of regulatory and operational requirements upon the District's employee-relations activities. Coordinate revisions to District Administrative Procedures and employee relations policies resulting from negotiated contracts and agreements.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable local, State, and federal laws, rules, and regulations governing labor law.
- Applicable sections of the California Code of Regulations (CCR) and California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Investigative methods and procedures.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Progressive discipline process.
- Principles and practices of administration, supervision, and training.
- Principles and techniques of research and analysis.
- Record-keeping techniques.
- Theories, principles and practices of labor relations, arbitration, and contract administration.
- Trends in employer-employee-relations and human resources practices and procedures.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data and translate findings into clear, concise reports and recommendations
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Develop innovative solutions to complex and sensitive employer-employee problems.
- Establish and maintain effective and cooperative working relationships.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Interpret contractual agreements for employers and employees.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.

Operate a variety of office machines and equipment, including computer hardware and software.
Plan and organize work.
Prepare and deliver persuasive arguments.
Prepare written reports, correspondence, summaries, and procedures.
Set up and maintain database tracking systems.
Train-and provide work direction to others.
Understand and follow oral and written directions.
Understand, interpret, and apply applicable laws, rules, and regulations.
Work confidentially with discretion.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree from an accredited college or university in labor or industrial relations, business or public administration, law or other related field and five years of increasingly responsible human resources or labor relations experience.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel between District sites and San Diego County locations