

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Labor Relations Analyst

Unit: Confidential

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Job Code: L1900
Original Date: 02/1998
Last Revision: 10/2014
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; and develop innovative solutions to complex and sensitive employer-employee-relations matters.

EXAMPLE OF DUTIES

1. Assist the Director, Employee Relations, in coordinating, developing, organizing, conducting and implementing a wide variety of employer-employee-relations activities.
2. Meet with supervisors/managers to determine the need for performance management, disciplinary action and plans for progressive discipline.
3. Assist in processing 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 in collective bargaining/meet and confer grievances; organize additional supportive evidence, background information and documentation; prepare statements of issues/charges, and recommend appropriate action. Research and draft responses to grievances or complaints involving collective bargaining agreements, meet and confer handbooks or district policy and procedure.
5. Investigate, analyze and evaluate union complaints or arguments to determine appropriate response or action. 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 alleging discrimination involving employment 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/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. Provide support and assist in classified and faculty bargaining.
8. Assist in the coordination and development of employee-relations training activities.
9. Operate office equipment including computer terminals and related software as required. Create and maintain databases and tracking systems for management evaluation, discipline, , and grievances.
10. Perform special projects as assigned; make reports both orally and in writing to management.
11. Conduct preliminary elementary legal research, review, and analysis and confer with legal counsel as requested; utilize various sources including California Code of Regulations (CCR), Education Code and applicable labor code statutes.

12. Oversee the annual Management evaluation process including compiling and tracking data and working with outside consultants in the analysis of evaluation results.
13. Oversee tuition reimbursement per the terms of Collective Bargaining Agreements and Meet and Confer Handbooks.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable local, state, and federal laws, rules, and regulations governing labor law; applicable sections of the CCR and State Education Code.
- Principles of training and supervision.
- District organization, operations, policies and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Computer software involving word processing, spreadsheets and databases. Modern office practices, procedures and equipment and record-keeping techniques.
- Motivational and people coordination skills.
- Oral and written communication skills.
- Progressive discipline expertise.
- Research and analysis principles and techniques.
- Spreadsheet and word-processing software and its integration.
- 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:

- Communicate effectively orally and in writing.
- Compile data and analyze situations; translate findings into clear, concise reports and recommendations; meet deadlines.
- Develop innovative solutions to complex and sensitive employer-employee problems.
- Establish and maintain effective and cooperative working relationships.
- Interpersonal skills using tact, diplomacy and courtesy.
- Investigative methods and procedures.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate a microcomputer and business-related software involving word processing, spreadsheets and databases.
- Operate modern office equipment.
- Plan and organize work.
- Prepare and deliver persuasive arguments.
- Prepare written reports, correspondence, summaries, and procedures.
- Set up and maintain database tracking systems.
- Train personnel and provide work direction to others.
- Understand and follow oral and written directions.
- Understand, interpret and apply all applicable laws, rules and regulations.
- Work confidentially and with discretion.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree from an accredited college or university in labor or industrial relations, business/public administration, law or other related field and two or more years' experience in labor relations.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

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