



Labor and Employee Relations Manager - DRAFT

Exhibit-D

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
279	Exempt	EE04-Officials Administrators	AFSCME	12	09/14/2022	22-035

DEFINITION: ~~Under general direction, maintains primary responsibility for all activities and staff implementing the District's~~Under general direction; manages the labor and employee relations functions and collective bargaining strategies.~~functions and activities for the District~~ Incumbents in this position plan, organize, and direct the staff and activities that include contributing to the development and implementation of policies, goals objectives, and short and long-range strategic plans; leading and coordinating complex, technical projects; developing and administering the budget for the Labor and Employee Relations work unit. The incumbent in this position, provides consultation and recommendations to ~~District staff upper level management~~ regarding the progress and ramifications of traditional and interest-based collective bargaining negotiations, represents the District in contract negotiations, and manages the work and activities of assigned staff. Assignments include confidential activities relating to employee and management relations.

This classification is differentiated from the Director of Human Resources in that the latter is responsible for the short and long-term direction and management of multiple services and operational units within the Human Resources department.

REPRESENTATIVE FUNCTIONS may include but are not limited to the following:

- ~~Manages staff within the Labor and Employee Relations~~ work unit; selects, trains, develops, mentors, and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and addresses personnel actions as needed.
- ~~Participates in the development and directs the implementation of goals, objectives, work standards, policies procedures, and short and long-range strategic plans for the work unit.~~
- ~~Develops, administers, and controls the budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.~~
- Plans, manages, analyzes, and evaluates the District's Labor and Employee Relations programs and activities; develops and recommends cost-effective strategies and solutions and implements after approval.
- Formulates strategies and District bargaining positions for labor negotiations, and acts as the District's lead labor negotiator in collective bargaining activities, including labor-union contract negotiations.
- Reviews and interprets all current collective bargaining agreements, Memoranda of Understanding, and related documentation; ~~and writes drafts~~ proposed contract language.
- Conducts, directs, and supervises research and analysis on a wide variety of interest-based labor relations issues, employment law, labor trends, and legislation; develops findings, alternatives, and recommendations for higher-level management; and implements policy and procedural improvements related to labor relations.
- Provides high-level technical assistance, contract interpretation, and resources as needed to District management staff to ensure consistency and uniformity in the application of contract provisions, employment and labor laws, and regulations.
- Facilitates and maintains a collaborative consultation process between the District and the various unions and union officials representing its employees.
- May represent the District in full-length arbitrations, major discipline cases, and unusual or escalated circumstances; and confers with Legal department staff when indicated.
- ~~Interprets, Plans, organizes, assigns, motivates, reviews, and evaluates the activities of assigned professional staff, and provides training, staff development opportunities, performance evaluation, and discipline.~~
- ~~Explains, and provides expert advice to staff employees concerning compliance with labor-related federal, state, local, and about the District's company and governmental~~ rules, regulations, policies, and procedures, and the need for compliance.
- May provide advice and support to District staff in performance, discipline and other employee relations



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matters. Provides oversight and direction to staff conducting workplace investigations.

- Oversees the resolution of grievances and other labor issues; and assigns subordinate staff to represent the District in disciplinary hearings, expedited arbitrations, grievance resolutions, and labor management councils. Establishes collaborative relationships with various functional and departmental areas of the District; serves as a liaison for the assigned work unit to other District departments, divisions, and outside agencies; attends meetings as necessary; provides staff support to committees; and task forces as necessary; negotiates and resolves significant and potentially controversial issues.
- Provides highly complex staff assistance to an assigned Director or Executive; develops and reviews staff reports, correspondence, and other documents related to assigned activities and services; may present information to the Board of Directors and various commissions and committees; Leads or participates in various labor/management committees and projects.
- Stays abreast of changing laws, regulations and procedures pertaining to labor and employee relations standards and related best practices and regulatory compliance requirements; communicates business implications; and impact to all key stakeholders including the Board of Directors, executive management, other District staff, and various public and private entities.
- ~~Leads or participates in various labor/management committees and projects.~~
- ~~Writes and prepares, or supervises the preparation of reports, correspondence, and other documents.~~
- ~~Makes presentations to the District's Board of Directors, and Executive Staff.~~
- ~~Oversees the preparation and administration of the budget for the Labor Relations unit.~~
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Federal and state of California labor laws and regulations; the principles and practices of labor and employee relations and human resources management; and organizational development; principles and practices of labor relations in a public agency setting, including effective negotiation techniques; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation; principles and methods of supervision including training, motivation, team building, and conflict resolution; principles and practices of budget preparation, administration and monitoring; project management, analytical processes and report preparation, and presentation techniques; methods of effective research, analysis, report writing and presentation; techniques for making effective public presentations; modern office practices and methods, including computer equipment and software programs relevant to work performed; pertinent District functions, policies, rules, and regulations, and labor agreements; principles, practices, and techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff, and management, supervision, leadership, motivation, team building, and budget preparation and administration; current office practices and procedures; and computers and current software programs for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability to: Plan, organize, and manage a labor relations program, and develop professional relationships with officials of multiple unions; analyze complex data and problems, identify alternative solutions, and the potential consequences of proposed actions; provide for the hiring, professional development, supervision, work review and evaluation of staff; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting a broad program of human resources; comprehend, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to the work performed; effectively represent the department and the District in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and in meetings with individual constituents and staff; communicate effectively both verbally and in writing; identify and apply principles of problem solving, research and analytical judgement; exercise sound independent judgment within established guidelines; work effectively under pressure and meet critical deadlines; work effectively



Alameda Contra Costa Transit District Classification Specification

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~~and tactfully with people on sensitive problems involving divergent viewpoints; ;e Establish the work-Labor unit's~~ objectives and goals, and effectively motivate and supervise staff to accomplish them; assign and monitor work by staff, and track productivity; quickly learn, analyze and interpret collective bargaining agreements, laws, regulations, and complex problems and issues;~~;~~ evaluate the impact and cost-effectiveness of alternative approaches and concepts, -make creative and sound recommendations, and effectively advocate for the District's best interests; exercise sound independent judgment within general policy guidelines; prepare and administer the Labor unit budget; communicate effectively in English, both orally and in writing; write, prepare, and present a wide variety of reports, memoranda, and correspondence; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: A ~~b~~Bachelor's degree ~~from form~~ an accredited college or university in ~~Labor Relations, b~~Business Administration, ~~p~~Public Administration, ~~i~~Industrial/~~o~~Organizational ~~p~~Psychology, ~~h~~Human ~~re~~Resources management, or ~~another directly~~ related field.

Experience: ~~Equivalent to at least S~~six (6) years of recent and verifiable experience in a labor relations capacity ~~in a Labor Relations or Human Resources department;~~ including ~~at least three (- four (43) years of supervisory experience. management level experience as a primary negotiator in a union environment, and supervision of assigned staff. Experience must also have included conducting disciplinary hearings, grievance resolution, and arbitrations. Public sector experience preferred.~~

License/Certification: None.

Special Requirements: Must be available to work outside regular business hours pursuant to the demands of the job.

Physical Requirements: (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment; ~~and (2)- Must~~ maintain the physical mobility necessary to transport oneself to various locations around the District.

Special Environmental Conditions: ~~Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.~~

Established Date: 01/25/20017 Res. # 17-003

Revision Date:



**Alameda Contra Costa Transit District
Classification Specification**

Exhibit-