

COUNTY OF SOLANO
CLASS SPECIFICATION

EMPLOYMENT RELATIONS MANAGER

CLASS SUMMARY:

The Employment Relations Manager reports to the Human Resources Director, and provides professional and complex employee/labor relations services to the County; plans, organizes, and administers the countywide employee/labor relations program; serves as the County's chief negotiator; represents the County in negotiations, grievances, complaint hearings, and other relationships with employees organizations; meets with the Human Resources Director, the County Administrator and the Board of Supervisors to recommend strategies related to labor relations issues and contract bargaining, advises management on complex labor relations matters; and provides highly responsible and complex administrative and technical support to the Director of Human Resources.

The Employment Relations Manager is a single-position class requiring a high level of expertise in employee and labor relations issues.

This class is distinguished from classes in the:

- **Human Resources Analyst** series, which function as generalists and perform a wide variety of professional level duties in the areas of recruitment, selection, classification, position management, salary administration, employee development, training, and other human resources activities.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Plan, organize, and administer the County's labor relations activities in accordance with the various memorandums of understanding, County policies, Civil Service Rules, and applicable state and federal law.

Hear, investigate, and respond to Step 3 grievances on behalf of the Human Resources Director; prepare cases and represent the County in Adjustment Board proceedings

Research, develop and recommend strategies for successful completion of labor negotiations and other matters within the scope of collective bargaining.

Monitor compliance with memoranda of understanding (MOUs) and participate in the resolution of problems related to the MOUs.

Meets with the Human Resources Director, the County Administrator, and the Board of Supervisors to recommend labor relations strategies and positions; receives authority from the Board of Supervisors related to bargaining platforms.

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ESSENTIAL DUTIES: (Continued)

Serve as chief negotiator, provide training to other members of the County's negotiation teams; develop proposed language for written proposals.

Advise County supervisors, managers, and HR Analysts regarding the interpretation and applications of terms and conditions of MOUs, agreements, or other policies, resolutions, etc.

Advise supervisors and managers regarding disciplinary matters and processing of employee disciplinary cases.

Conducts timely and constant consultations in person, by telephone and electronically with union business representatives and associated staff

Performs other duties of a similar nature or level.

Training and Experience:

Education: Bachelor's in public or business administration, industrial/labor relations, law, human resources/personnel management, economics, or a field closely related to the intent of the class; **and**

Experience: Four years of public sector labor relations experience that included negotiating collective bargaining agreements, developing bargaining proposals, and responding to grievances at precedent-setting levels; **and**

Two years of public sector personnel administration experience that included administering and overseeing employee discipline processes.

~OR~

Six years of collective bargaining experience involving direct responsibility for labor contract negotiations; grievance investigations, and/or labor agreement and memorandums of understanding administration; and impasse resolutions. One of the six years of experience must have been in the capacity of a Chief Negotiator.

Note A: Completion of a professionally recognized certification program in labor relations or possession of a Master's Degree in one of the above named educational fields may substitute for one year of the collective bargaining experience; but not for the Chief Negotiator experience.

Note B: Professionally recognized certification in Labor Relations is desirable.

Licensing/Certification Requirements:

- California Driver's License, Class C

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Knowledge of:

- Employer/employee relations laws, precedents, regulations, and practices as related to California local governments
- Principles and practices of public sector collective bargaining; labor negotiations; management, employee, and representation rights; scope of bargaining; unfair labor practices; mediation; arbitration; and labor contract administration
- Negotiation preparation, strategies, tactics, and impasse procedures
- Principles and practices of handling grievances and labor disputes
- Operational characteristics, service, and activities of an employee relations program
- Administrative procedures and practices for processing grievances up to and including arbitration
- Principles of human resources management
- Project management and organizational skills
- Variables, assumptions, and statistical computations used with cost benefit analysis
- Principles of public sector position-classification, salary administration, survey principles and procedures
- Management and leadership principles and practices
- Oral and written communication skills
- Principles and practices of communication processes, group dynamics, meeting facilitation, and conflict resolution
- Sources of data pertaining to public sector employer-employee relations; reference libraries and reference sources such as Federal and State reports, digests, and journals; patterns in public negotiations and arbitration decisions; fringe benefit costs; and labor statistics

Skills in:

- Overseeing and participating in the management of a comprehensive employee/labor relations program
- Analyzing, developing, and recommending the County's negotiating position
- Interpreting and applying complex labor laws, rules, regulations, policies, procedures, court decisions, and labor/management agreements
- Coordinating employer-employee relations activities with departments, employee organizations, and management teams
- Interacting professionally and work collaboratively and productively with various management levels and union representatives, either one-on-one or in groups; maintaining personal control
- Representing the County's position in normal, controversial, and pressured situations

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Skills in: (Continued)

- Interpreting and applying labor laws and provisions of memorandums of understanding covering wages, benefits, and terms and conditions of employment
- Resolving disputes and grievances
- Using appropriate research methods and data sources to obtain, analyze, and evaluate data involving labor relations, salary administration and fringe benefits; applying knowledge of available data sources, variables affecting item costs, and statistical calculations
- Handling highly confidential information
- Utilizing strong verbal and interpersonal skills
- Speaking clearly and concisely before large groups
- Directing work consistent with goals and priorities
- Using a computer and related software applications
- Responding to critical and sensitive issues and events
- Managing multiple priorities and negotiations simultaneously
- Analyzing and developing related policies and procedures
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules, and regulations
- Analyzing situations, identifying problems and solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; exercising judgment and creativity in making decisions
- Planning, analyzing, and evaluating programs and services, operational needs, and resources
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written materials
- Establishing and maintaining constructive and cooperative working relationships with those contacted in the course of work; demonstrating tact and diplomacy

ADA Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

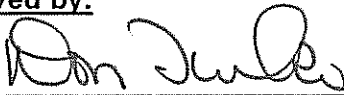
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Other Requirements:

- Independent travel
- Work evenings and weekends on a periodic basis
- Work under emotional pressure during regular business hours and after long hours of negotiations

Approved by:



Donald W. Turko
Director, Human Resources



Date

Class History Information:

Adopted by BOS on: February 9, 2010
Class Code: 197050
Bargaining Unit: 62