



## LABOR RELATIONS ANALYST 2

**Department:** Human Resources

**FLSA:** Exempt

**Job Class:** 157400

**Represented:** No

**Pay Range:** Professional 11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly specialized professional level work in the labor relations function of human resource management. Incumbents negotiate County labor contracts; analyze collective bargaining agreements and proposals for changes proposed by labor; develop management proposals for collective bargaining; conduct a variety of surveys; advise and counsel managers and supervisors on matters pertaining to collective bargaining and labor relations activities; conduct investigations on allegations of employee misconduct and grievances filed; interview employees at all levels and prepare reports of findings and recommendations; participate in grievance and arbitration processes, unemployment compensation, personnel board and other hearings; assist in the collective bargaining process and perform other related work as necessary. Work in this position involves the use of independent judgment in analyzing problems and making recommendations on human resources management issues including highly sensitive or confidential matters. Work is reviewed through reports, projects, conferences, direct observation and attainment of goals and objectives.

**SERIES CONCEPT:** The work in this classification is distinguished from the Labor Relations Analyst 1 by the performance of difficult and complex labor relations work including negotiation of collective bargaining agreements and preparation and participation of cases going to arbitration, PERC and/or the Personnel Board.

### **ESSENTIAL FUNCTIONS:**

- Negotiate collective bargaining agreements which may include representing the County during the mediation process. Attend other collective bargaining sessions and provide administrative support as recorder or secondary spokesperson as necessary. Research state and federal laws and case precedents dealing with collective bargaining issues and processes to determine applicability and/or impact to Pierce County. Review and analyze collective bargaining agreements, court decisions, and arbitration decisions.
- Analyze language in collective bargaining agreements for compliance with federal state and local laws and policy and management practice and recommend change as appropriate. Analyze union proposals including compensation and benefit proposals and assist in development of proposals and strategies in collective bargaining. Coordinate proposals for changes in collective bargaining agreement with department management negotiation teams.
- Coordinate the development of classification and compensation proposals with County classification and compensation staff. Recommend appropriate compensation levels and classifications changes.
- Advise and counsel managers and supervisors regarding federal, state and local labor laws, policies, and guidelines; current and emerging issues; and strategies for dealing with performance, collective bargaining, discipline, and grievances. Interpret, explain and apply pertinent laws, rules, regulations, policies, guidelines and collective bargaining agreements.
- Conduct fact finding interviews and investigations of charges of employee misconduct, including EEO and sexual harassment complaints, grievances filed by employees, and allegations of violations of collective bargaining agreements. Prepare reports of findings and recommends appropriate discipline or other resolution(s). Assist with ADA, FLSA and other legal issues.

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### **Classification Description - Pierce County**

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- Prepare records of collective bargaining sessions, letters, memoranda, reports, spreadsheets and other administrative documents using personal computers and other office equipment.
- Present information, testify or otherwise represent the County in arbitration hearings; in grievance hearings; during unfair labor practice, unit clarification, or other matters before the Public Employment Relations Commission; during grievance and appeal hearings before the Pierce County Personnel Board or Civil Service Commission; and during unemployment compensation hearings and other administrative proceedings. May present ordinances or other matters before the Pierce County Council or other legislative bodies.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- May work a schedule, which includes evening, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

Performs other related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision of the Employee Relations Manager or designee with the employee expected to plan and perform work independently after objectives, priorities and deadlines have been defined.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Labor Relations Analyst 2 works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate office equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of collective bargaining, grievance and arbitration processes.
- Principles and practices of data gathering and analysis; statistical analysis and presentation; and of salary survey techniques.
- Applicable public sector labor law practices and precedents.

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- Modern human resource management practices and procedures and of County human resources policies, procedures and benefits.
- Classification systems and compensation plans and principles as administered by the County.

#### **Skill in:**

- Conducting investigations, including skill in interviewing, fact gathering and analysis
- Negotiating collective bargaining agreements.
- Writing reports with a recommended resolution.
- Presenting oral arguments before committees, hearing boards, arbitrators or others.
- Operating personal computers, peripheral equipment and applicable software.

#### **Ability to:**

- Interpret and apply collective bargaining contract language; administrative rules, processes and procedures; and federal, state and local laws and policies.
- Maintain a calm demeanor even under stressful situations.
- Conduct fact finding interviews and conduct internal investigations, obtain relevant factual information, evaluate its significance and recommend solutions and course of action on identified issues.
- Establish and maintain effective working relationships with persons from diverse backgrounds and with differing points of view.
- Work under demanding and tight time constraints.
- Apply modern mathematical concepts and processes, interpret and present statistical information, and make accurate mathematical calculations.
- Understand and follow instructions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor's degree in human resource management, labor relations, public or business administration, or closely related field and four years of labor relations experience is required. Additional professional experience or education may substitute for the recruiting requirement on a year for year basis.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license is required.