

## **COORDINATOR, LABOR RELATIONS**

### **DEFINITION**

Under the direction of the Director of Labor Relations or designee, coordinate with and support lead negotiators with Collective Bargaining tasks, including preparing and planning for negotiations sessions, communicating directly with union leaders regarding CBA's and communicating updates to District management. Maintain logs and files of grievances, arbitration and unfair practice charges, assist with documentation related to litigation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Labor Relations or Designee, and may exercise technical supervision over Labor Relations personnel assistant and personnel analyst as assigned.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below as indicated with (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the principal job elements including, but not limited to:

- Assist the District's lead negotiator in certificated and classified contract negotiations. (E)
- Establish and maintain cooperative and effective working relationships with bargaining units and others. (E)
- Maintain communication with management and employees regarding inquiries related to implementation of contracts and updates to Collective Bargaining Agreements. (E)
- Maintain documentation and records for employee relation agreements, activities, and collective bargaining, including assisting with preparing contracts, side letters, memorandum of understanding and agreement language. (E)
- Maintain a log of and assist with monitoring deadlines and responding to all grievances, arbitration, EEOC, DFEH, and unfair practice charges. (E)
- Prepare and submit Board Agenda items as needed. (E)
- Oversee the permission and monitoring of release time for bargaining unit members. (E)
- Annual Notifications (E)
- Help create and review negotiated calendars (E)
- Train, supervise and evaluate assigned staff. (E)
- Perform other related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Grievance procedures including arbitration.
- School district policies and regulations.
- School district organization and operations.
- Strong oral and written communication skills.
- Benefits packages and compensation options.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Maintain consistent, punctual and regular attendance.
- Maintain confidential files for the Human Resources management.
- Maintain and coordinate effective relationships with management and employees organizations.
- Meet schedules and timelines.
- Plan and organize work accordingly.
- Work independently with little direction.
- Ability to cross train

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to bachelor of arts degree in human resources, business administration, public administration or a related field, and five (5) years of broad, varied and increasingly responsible analytical, technical and administrative work with a large organization preferably in the field of human resources.

**LICENSE OR CERTIFICATES:**

Possession of a valid California driver's license

**ENVIRONMENT:**

Indoor work environment

Constant interruptions

**PHYSICAL DEMANDS:**

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- See and read a computer screen and printed matter with or without vision aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Lift and/or carry up to 25 lbs at waist height for short distances

**MANAGEMENT SALARY PLACEMENT**

Tier 5, Range 3

12-month work year

Board approval: 9/12/23