

EMPLOYEE AND LABOR RELATIONS MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible professional and managerial work in handling matters relating to employee and workplace concerns in the City, including labor relations, workplace accommodations, and employee benefits. This work is characterized by a high degree of knowledge, judgment, and initiative in planning, implementing, and overseeing a comprehensive employee and labor relations program (in accordance with the provision of Sections 111.70, 111.71, and 111.77, and related sections of Wisconsin Statutes) in accordance with all applicable labor and employment laws, practices, and standards. Either directly or through high-level professional staff, work includes but is not limited to contract negotiation, implementation, and administration; grievance and arbitration processing; providing consultation and assisting with discipline and dealing with performance issues, overseeing the City's workplace accommodations process, employee leave and benefits administration, and related managerial consultation and training. Under the general supervision and direction of the Human Resources Director, the employee is responsible for meeting program and work plan objectives, within the policy guidelines established by the Mayor, Common Council, Council committees and the Human Resources Director.

Examples of Duties and Responsibilities:

Plan, organize and direct a cohesive Employee and Labor Relations program, including collective bargaining, workplace accommodations, and employee leave and benefits administration. Develop labor relations policies, standards, methods and procedures consistent with stated objectives. Supervise and coordinate subordinate professional and clerical staff. Provide for unit administration, to include budgetary and staffing considerations. Participate in diverse committee activities. Prepare and/or oversee the preparation of special reports or analyses.

Negotiate the terms of labor agreements on wages, hours of work, and conditions of employment with representatives of duly recognized bargaining units, subject to the approval of the Mayor and Common Council, and in compliance with Sections 111.70, 111.71, and 111.77 (Municipal Employment Relations Actions) of the Wisconsin Statutes and other related statutes. Represent the City, as assigned, in discussions with the non-represented Managerial, Professional and Supervisory Employee Association on matters of wages, hours and conditions of employment.

Petition on behalf of and represent the City of Madison in actions before the Wisconsin Employment Relations Commission on matters related to: bargaining unit determination, mediation, arbitration, declaratory rulings, and other matters within the jurisdiction of Wisconsin Employment Relations Commission.

Interpret the provisions and applications of all duly authorized labor agreements. Assist management personnel in the administration of contract grievance procedures. Provide

consultation, training, and advice to management on the administration of discipline, and in the evaluation and modification of department/division policies, procedures and programs which involve management-labor issues. Provide consultation, training, and advice to management relative to performance management-related issues, including performance related discipline and instituting performance improvement plans.

Formulate, manage, and administer city policies to ensure the legal and contractual compliance of various employee paid and unpaid leave entitlements including but not limited to FMLA, WFMLA, disability leave, disability layoff, absence without pay, sick leave, bereavement leave, jury duty, and vacation programs.

Direct the implementation/administration of the employee benefit program (e.g., health and retirement consultation, wage and life insurance programs, deferred compensation). Oversee related employee communications and orientation activities.

Administer the layoff and recall processes for represented and non-represented employees. Oversee employee communications and orientation activities.

Administer the City's drug testing program for employees who are required to maintain a Commercial Driver's License.

Oversee the City's workplace accommodations process.

Develop and provide training to supervisory/management personnel throughout the City on employee and labor relations matters, including contract interpretation, grievance handling, arbitration matters, leave administration, workplace accommodations, benefits, etc. Develop and maintain a process for informing supervisors/managers on arbitration decisions and precedent-setting grievance settlements.

Serve as a member of the Human Resources Department management team. Participate in and provide input to agency policy development and program administration.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the theories, principles, practices and techniques of collective bargaining, labor law (including arbitration proceedings), consensus bargaining and employee relations. Thorough knowledge of human resource management principles and program components. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of employee benefits program design and development. Working knowledge of workplace accommodations programs. Ability to plan, organize, and direct a diverse labor relations program (encompassing multiple and varied bargaining units). Ability to function as the chief negotiator in all matters relevant to collective bargaining. Ability to provide high level expertise in contract administration and grievance handling; and to train, support, and advise

managers on disciplinary actions and other labor relations matters. Ability to effectively research labor relations issues and precedents, including using search tools such as Lexis or Westlaw. Ability to calculate contract/proposal costs, including using spreadsheets and databases where appropriate. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to conduct research and prepare written narrative and statistical reports. Ability to advocate for the City's position in negotiations. Ability to develop and maintain effective working relationships with staff, agency managers and employees, union and association representatives, elected officials, the media and the general public. Ability to communicate complex concepts effectively both orally and in writing. Skill in negotiating with labor representatives. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of highly responsible professional labor relations experience involving ongoing and substantive responsibility for negotiating and administering collective bargaining agreements (with multiple and varied representation units) or for litigating, rendering decisions, or enforcing state and/or federal labor laws and in providing consultation to managers or clients regarding the full spectrum of labor relations activities. Such experience would normally be gained after graduation from an accredited college, or university with a degree in labor relations, human resources, business or public administration, or a related field. Possession of a Master's Degree in Human Resources, Labor Relations, or related field or possession of a Law degree may be used to substitute for two years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent will be expected to travel to different City buildings in order to provide consultation on labor relations matters. The incumbent may also be expected to travel to Union buildings in the City for the purpose of negotiations and contract administration. The majority of work will be performed on a computer and using a telephone.

Department/Division	Comp. Group	Range
Human Resources	18	17

Approved: _____
Brad Wirtz
Human Resources Director

Date