

**CITY OF MADISON POSITION DESCRIPTION**

- 1. Name of Employee (or "vacant"):  
Greg Leifer  
Work Phone: 266-6530
- 2. Class Title (i.e. payroll title):  
Employee and Labor Relations Manager
- 3. Working Title (if any):  
N/A
- 4. Name & Class of First-Line Supervisor:  
Brad Wirtz, Human Resources Director  
Work Phone:266-4001
- 5. Department, Division & Section:  
Human Resource Department  
Labor Relations Unit
- 6. Work Address:  
210 Martin Luther King, Jr. Blvd.
- 7. Hours/Week: 38.75  
Start time: Flexible      End time: Flexible
- 8. Date of hire in this position:
- 9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 25% A. Oversee the administration of labor contracts, APMs, Ordinances, department work rules and City rules of conduct, directly or through the Labor Relations Specialist.
1. Provide consultation and advice to supervisory staff regarding grievances, contract interpretations and application.
  2. Provide assistance to employer representatives responding to grievances and other employee complaints.
  3. Represent the City, or make arrangements to have the City Attorney's Office represent the City, at grievance arbitration hearings.
  4. Meet with Union representatives and Officers to resolve grievances prior to arbitration decisions when appropriate.
  5. Develop Memorandum(s) of Understanding between the City and various unions to resolve grievances and/or other contract interpretations that may occur during the life of the agreement.
  6. Conduct arbitrations as required, including researching related arbitration decisions, selecting arbitrators, preparing management's witnesses, presenting the case on behalf of management, reviewing transcripts, and filing post-hearing briefs and reply briefs.
  7. Review arbitrator's decision and communicate the effects of the decision to management and ensure arbitration decisions are implemented appropriately.
  8. Conduct labor/management meetings with various unions in accordance with contractual agreements.
  9. Work with managers and supervisors to avoid recurring grievances or other issues.
- 20% B. Negotiate labor contracts with multiple unions on an ongoing basis, either directly or through the Labor Relations Specialist.
1. Conduct survey of comparable Cities contract negotiation results regarding wages and significant benefit changes, and compile summary of information obtained.
  2. Meet with appropriate City department heads to obtain their thoughts regarding any changes to existing contracts that affect their department.
  3. Develop contract proposals, including the appropriate costing of proposals, and negotiation strategy for all units and forward to HR Director and the Mayor for their approval.
  4. Discuss negotiation strategy with Board of Estimates and other Council bodies as appropriate and consistent with City of Madison ordinances.
  5. Recommend members of Management Negotiation team and review proposal with them prior to start of negotiations.
  6. Serve as chief spokesperson for the City at bargaining sessions.
  7. Consult with Human Resources Director regarding the status of negotiations and proposals and counter-proposals.
  8. Enter into tentative agreements with unions on collective-bargaining agreements.
  9. Complete report for the Common Council or its subcommittees highlighting all significant contract changes and the estimated costs (or savings) of those items, once the parties have reached a tentative agreement and the Union has ratified the contract and attend meetings to present summary of contract changes and answer related questions.
  10. Develop data and represent the City at any interest arbitration hearings in cases where the parties are at impasse regarding contract negotiations.
  11. Ensure that all contract modifications and benefits are implemented appropriately.
  12. Oversee distribution of new contracts.

- 10% C. Provide assistance and consultation to managers and supervisors regarding employee misconduct and performance issues, either directly or through subordinate staff.
1. Provide assistance, consultation, and training regarding employee disciplinary action ensuring that just cause standards are acknowledged and met in the application of disciplinary action.
  2. Write and assist in the drafting of disciplinary letters and related documentation.
  3. Attend predetermination hearings as required.
  4. Investigate and testify in related hearings regarding issues of employee misconduct as required.
  5. Provide assistance, consultation, and training regarding the implementation of performance improvement plans ensuring that appropriate standards are met.
  6. Write and assist in drafting performance improvement plans and related documentation.
- 15% D. Formulate, manage, and administer City of Madison leave programs to ensure legal and contractual compliance, either directly or through subordinate staff.
1. Review and approve leave requests for Family and Medical Leave.
  2. Interpret and apply City of Madison ordinances and contractual language relating to Disability Leave and Disability Layoff, sick leave, bereavement leave, jury duty leave, vacation, absence without pay, and other leave.
  3. Maintain and update Administrative Procedure Memoranda relating to FMLA and other types of leave.
  4. Manage the second/third opinion process under the FMLA.
  5. Create and provide training, including in person and internet training, as appropriate relating to leave.
  6. Contact medical providers to secure additional information relating to employee leave and work restrictions.
- 5% E. Direct the implementation and administration of employee benefits for City of Madison employees.
1. Oversee the administration of the City's health insurance, life insurance, income continuation insurance, dental insurance, flexible spending, and other benefit programs.
  2. Participate in the Request For Purchase process for benefit plans, as necessary.
  3. Oversee employee communications regarding benefit programs.
  4. Oversee annual enrollments for health, dental, and flexible spending plans.
  5. Communicate with vendors regarding terms of contracts, interpretation, and implementation of the benefit programs.
  6. Formulate, manage, and administer City policies to ensure legal compliance with the Fair Labor Standards Act and other legal and contractual obligations regarding employee wages, including but not limited to overtime, compensatory time, and other premium pay.
- 5% F. Administer City Layoff and recall procedures
1. Work with department heads and organizational leadership to determine the impact of proposed layoffs.
  2. Meet with employees to discuss displacement rights associated with applicable collective bargaining agreements, City Ordinances and/or Personnel Rules.
- 5% G. Administer City Drug Testing Program for employees with Commercial Driver's License.
1. Work with department heads and organizational leadership to develop and implement the Drug Testing Program.
  2. Ensure that all Federal Regulations are met.

3. Identify and implement a contract with a vendor for testing related services.
  4. Troubleshoot issues that arise in the testing process.
  5. Meet with supervisors employees following a positive test to identify the appropriate course of action.
- 5% H Oversee the City's workplace accommodations program.
1. Maintain awareness of the American's with Disabilities Act and any changes to the Act.
  2. Ensure that the City is responding to requests for a reasonable accommodation.
  3. In conjunction with the Occupational Accommodations Specialist, work with City supervisors and managers in determining what reasonable accommodations exist based on appropriate medical documentation.
  4. Ensure all APMs, policies, and procedures remain current with changes to the law.
- 5% I. Supervise staff, including Labor Relations Specialist, Benefits Specialist, and Occupational Accommodations Specialist.
1. Hire, train, monitor performance, and discipline staff as appropriate.
  2. Review work timeline schedule by the week.
  3. Assign and review work.
- 5% J. Participate in diverse and complex Human Resources Department projects and programs.
1. Work with the HR Director to develop the HR work plan identifying areas for improvement and innovation related the labor relations program.
  2. Remain current on new laws and rulings that impact areas of responsibility and educate appropriate staff.
  3. Review annual budget for areas of responsibility.
  4. Prepare and conduct related trainings and web casts.
  5. Meet with various Management personnel as necessary to review responses to grievances, discuss possible disciplinary action based on past occurrences, or explain intent of contract language.
  7. Communicate with central payroll any and all changes that occur through an MOU or arbitrator's decision that effects an employee's payroll or seniority/employment status.
  8. Perform related work as required.

12. Primary knowledge, skills and abilities required:

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.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Must possess a valid Wisconsin Driver's License.

15. Physical requirements:

Ability to sit or stand for long periods of time at negotiation sessions or arbitration hearings. Ability to sit at a computer/work station for long periods of time. Must be able to commute from City Hall to other satellite agency locations as needed.

16. Supervision received (level and type):

This position reports to the Human Resource Director.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).

- Directs the activity of a Labor Relations Specialist and supervises the labor relations program providing leadership to all City supervisors on issues involving labor relations.
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.