

## **LABOR RELATIONS SPECIALIST**

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible, professional work in representing the City of Madison's interest in collective bargaining, contract administration, administering corrective actions and related subjects. Under the programmatic supervision of the Labor Relations Manager, this work is characterized by a high degree of independent judgment and discretion. The incumbent is expected to independently represent the City in resolving grievances, contract negotiations and arbitrations.

#### Examples of Duties and Responsibilities:

Negotiate the terms of labor agreements 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 of the Municipal Employment Relations Act and other related statutes. Act as chief negotiator for the City. Cost union and city proposals. Draft contractual language.

Conduct grievance meetings for grievances filed by employees in assigned bargaining units, as well as selected grievances filed by employees represented by other units. Conduct labor/management meetings. Investigate grievance issues, propose and review memorandums of understanding, represent the City of Madison in grievance arbitrations, and perform other activities necessary to resolve grievances in the City's best interests.

Represent the City's position in interest arbitration by collecting and presenting evidence associated with the factors and criteria arbitrators considered under section 111.70 of the Municipal Employment Relations Act and common law principles. Prepare appropriate briefs and exhibits for grievance arbitrations and interest arbitrations.

Represent the City 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.

Provide direction, consultation, and training for managers and supervisors on due process and appropriate disciplinary action, contract interpretation, problem resolution, performance issues, prohibited practices, and the administration of sick leave and other leave policies in accordance with federal, state and City requirements.

Provide training and consultation to managers and supervisors in all aspects of Employee and Labor relations.

Develop and recommend labor relations policies, standards, methods, and procedures consistent with stated objectives. Participate in diverse committee activities by providing labor relations perspective. Prepare special reports or analyses.

Participate in and provide input to agency policy development and program administration.

Perform related duties as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of the theories, principles, practices and techniques of collective bargaining, labor and employment law (including arbitration proceedings and alternative dispute resolution mechanisms), and employee relations. Working knowledge of human resource management principles and program components. Working knowledge of public/business administration principles. Knowledge of the effective use of hardware and software applications relative to labor relations activities. Ability to function as the chief negotiator in all matters relevant to collective bargaining. Ability to provide expertise in contract administration and grievance handling, and to train, support and advise managers on grievance processing, disciplinary actions and other labor relations matters. Ability to calculate contract/proposal costs, including using spreadsheets and databases where appropriate. 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 deal tactfully and firmly with potentially hostile individuals. Ability to communicate effectively both orally and in writing. Ability to conduct research and prepare written narrative and statistical reports. Ability to advocate for the City's position in negotiations. Ability to maintain adequate attendance.

### Training and Experience:

Three years of responsible professional employee and labor relations experience involving ongoing responsibility in areas of contract construction, administration, and corrective action (with multiple and varied representation units); in providing consultation to managers regarding the full spectrum of labor relations activities; and in developing related processes and procedures. Such experience would normally be gained after graduation from an accredited college, or university with a degree in Human Resource Management, Business or Public Administration, Industrial or Labor Relations, or a related field. Possession of a Masters degree in Labor Relations, Industrial Relations, or a related field may be substituted for two years of experience. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skill and ability necessary to perform the duties of this position will also be considered.

### Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Human Resources	18	12

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date