

PROJECT LABOR ADMINISTRATOR

DEFINITION

Manages, implements, and administers the District's Project Stabilization Agreement (PSA) which involves the identification and retention of skilled labor and employment of District residents, encourages small local business participation, facilitates project cooperation between the District and the union, and enforces prevailing wage on PSA job sites.

TYPICAL DUTIES

Manages and oversees the administration of the labor relations policies and procedures for District and union craft employees engaged in District new construction and modernization projects.
Negotiates, mediates, and facilitates between labor and District management in compliance and dispute resolution procedures for PSA related issues.
Directs PSA compliance through site visits, data analysis, and contact with stakeholders.
Responds to PSA related inquiries from the Board of Education, Bond Oversight Committee, and other interested stakeholders.
Determines best practices for the program and develops policies and procedures.
Composes and directs staff in the preparation of publications, research and briefing documents, summary sheets, and other reports.
Oversees quarterly PSA training classes.
Provides labor relations support to all PSA stakeholders.
Coordinates local hire and labor relation efforts with the We Build program.
Trains and evaluates subordinates, assigns projects or tasks, and follows up to ensure completed staff work.
May represent the District as lead negotiator during extension or renegotiation of the PSA.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Project Labor Administrator serves as the "Project Labor Coordinator" as described by the Project Stabilization Agreement to monitor compliance with the agreement; develop and implement the program; and serve as the negotiating party of the agreement.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

SUPERVISION

The Project Labor Administrator receives administrative direction from the Chief Facilities Executive, technical direction from designated legal counsel, and may provide general supervision to professional, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- California state laws, rules, regulations, and codes relating to public contracting processes and school construction
- Public contracting processes including requests for proposals, request for qualifications, low-bid procedures, design-build, and best value public works construction contracting principles
- Participation barriers confronting community participation in school construction
- Project Labor Agreement (PLA) and Project Stabilization Agreement (PSA) use in public works projects
- Provisions of applicable federal, and State laws, regulations, rules and codes pertaining to personnel and collective bargaining
- Ethnic, cultural, and geographic diversity of the Los Angeles business community
- District policies and procedures
- Public relations and business outreach principles and practices
- Microsoft Word and Excel

Ability to:

- Anticipate and provide solutions to barriers and challenges confronting District and union partnership
- Build awareness of the District's school construction and modernization program and other District programs requiring contract support
- Communicate effectively both orally and in writing
- Make decisions under pressure
- Represent the District in a professional manner
- Develop and execute strategies to enhance the PSA

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business administration, public administration, construction management, engineering, architecture, or related field.

Experience:

Three years of professional experience performing labor relations duties including participation in labor negotiations, labor agreement compliance, and employee grievance procedures and resolution.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
10-28-13
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