

DIRECTOR OF LABOR RELATIONS	4975
ASSISTANT DIRECTOR OF LABOR RELATIONS	4976

## DEFINITION

Plans, directs, conducts, and coordinates the work and function of labor negotiations for all bargaining units of the District. The Assistant Director of Labor Relations assists in the management of the Department and acts for the Director as required.

## TYPICAL DUTIES

- Acts as the Chief Negotiator for the District.
- Provides advice and recommendations to the Superintendent, senior staff, Education Support Service leaders, District managers, and supervisors, on a wide range of labor relations and negotiation issues and practices.
- Attends and participates in Closed Sessions with Board Members, the Superintendent, and selected senior staff.
- Develops, implements, and administers programs, policies, rules, regulations and procedures for labor relations and negotiations.
- Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's missions and priorities.
- Directs, reviews, coordinates, and conducts the work of labor negotiations for all bargaining units of the District; represents the District and prepares District positions for use in collective bargaining.
- Develops formalized agreements reached with bargaining units.
- Convenes District leadership meetings to obtain input for collective bargaining proposals.
- Selects and administers the District collective bargaining team; verifies official status of new and continuing bargaining unit officers and representatives.
- Coordinates and facilitates meetings between District and bargaining unit representatives; meets with administrator organizations and associates to discuss personnel problems, Board Rules and policies related to the implementation of collective bargaining agreements.
- Serves as the District's primary advisor in matters of employer-employee relations, including reporting the latest trends and developments in the field and making regular, up-to-date reports on the current status of employer-employee relations within the District.
- Directs and approves the release of employee information or District data in response to requests from bargaining unit representatives; approves the use of official bulletin boards and other District facilities for communications by collective bargaining units.
- Reviews, interprets, and makes recommendations on legislation pertaining to employer-employee relations and negotiations.
- Administers designated certificated and classified grievance procedure; serves as a resource and provides technical advice to District personnel involved in, or concerned with designated grievance proceedings.
- Approves public news releases regarding collective bargaining and employer-employee relations.
- Evaluates the performance of subordinate personnel.
- Represents the District in arbitration hearings relating to contract interpretation, or serves as co-counsel for other District representatives and testifies as an expert witness when necessary in such hearings.
- Represents the District in hearings before the Public Employment Relations Board relative to unfair practice charges, representational elections, and decertification actions.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Labor Relations plans, directs, administers and coordinates the work of labor relations and negotiations for certificated and classified personnel of the District.

The Assistant Director of Labor Relations assists in the management of the Office of Labor Relations.

An Associate General Counsel II provides supervision to a team of lawyers, paralegals, and support staff in specific areas of legal interest.

## SUPERVISION

### Director of Labor Relations

The Director of Labor Relations receives general direction from the General Counsel. Supervision is exercised over lower-level staff of the Office of Labor Relations

### Assistant Director of Labor Relations

The Assistant Director of Labor Relations receives general direction from the Director of Labor Relations. Supervision is exercised over lower-level staff of the Office of Labor Relations.

## CLASS QUALIFICATIONS

### Knowledge of:

- Education Code, Title 5 of the California Administrative Code, the Government Code, the Educational Employment Rights Act, the Public Employment Relations Board process, Board Rules, and the merit system
- Collective bargaining contracts for all of the District's bargaining units, including side letters, memoranda of understanding
- Organization and functions of the various personnel assignments within the District and a thorough understanding of the objectives of collective bargaining units and their methods of operation
- District's funding sources, limitations and uses, fiscal condition, and budgetary issues
- Negotiation practices and techniques relating to employees in public education
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Fundamental principles and accepted practices, current trends, literature, and research in the field of employer-employee relations

### Ability to:

- Coordinate, collaborate, and negotiate with all District certificated and classified bargaining units
- Interact and effectively communicate with and provide recommendations to senior staff, directors, managers and supervisors as it relates to all issues of collective bargaining, labor relations and negotiations
- Manage, prioritize and cope with high volume work, multiple tasks, high profile demands, high stakes matters, and make sound immediate decisions
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contexts
- Formulate and express ideas clearly and concisely, in written reports and oral presentations
- Communicate and work effectively with District personnel, community and union representatives, media, and other stakeholders, both individually and as a group
- Lead and facilitate group processes, including consensus building and resolution of conflict

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree or higher in industrial or organizational psychology, public administration, human resources, education, law, or a related field is preferred.

### Experience:

#### Director of Labor Relations:

Five years of experience in professional personnel administration or other equivalent professional experience. Three years of the required experience must have included performing labor relations duties and labor negotiations, and management responsibility that required oversight of multiple projects through assigned managers and/or supervisors.

-or-

Six years of experience with a large, complex organization with responsibility for labor negotiations, conciliation, mediation, resolution or arbitration of organizational disputes as a practicing member of the California Bar.

#### Assistant Director of Labor Relations:

Four years of experience in professional personnel administration or other equivalent professional experience. Two years of the required experience must have included performing labor relations duties and labor negotiations, and management responsibility that required oversight of multiple projects through assigned managers and/or supervisors.

-or-

Five years of experience with a large, complex organization with responsibility for labor negotiations, conciliation, mediation, resolution or arbitration of organizational disputes as a practicing member of the California Bar.

### Special:

Authorization to practice law in California by the California State Bar Association, is preferable. A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

Travel to locations throughout the District may be required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
07-19-18  
RGK