

ASSISTANT DIRECTOR OF EMPLOYER-EMPLOYEE RELATIONS

DEFINITION

Assists the Director of Employer-Employee Relations in planning, organizing and coordinating the activities of the Employer-Employee Relations Branch, Operations Division.

TYPICAL DUTIES

Assists the Director of Employer-Employee Relations in administering the Branch which consists of labor relations and contract negotiations, grievance hearings and appeals.

Serves as Chief Negotiator for or participates in the negotiation of labor contracts.

Develops negotiation strategies for collective bargaining sessions.

Researches and develops proposals and counter proposals for discussion at the collective bargaining table.

Interprets negotiated agreements for management and supervisory personnel.

Conducts consultation sessions with bargaining unit representatives.

Confers with administrators and supervisors to determine the need for disciplinary action and develops a plan of progressive discipline.

Mediates discussions between supervisors, employees, and employee representatives regarding problems adversely affecting an employee's performance.

Analyzes and evaluates evidence in cases of disciplinary action, develops additional supportive evidence, background information and documentation; prepares statements of charges and recommends appropriate disciplinary action.

Acts as the District's advocate at classified disciplinary and grievance hearings, which includes pre-hearing preparation of witnesses, answering of interrogatories, and the production of records and evidence.

Reviews and evaluates medical reports, reports of arrest, and criminal investigations; interprets District health and arrest/conviction standards; and makes disposition on the eligibility of individuals for employment and retention.

Coordinates District's response to subpoenaed student and employee records.

Conducts investigations regarding highly confidential and sensitive personnel matters and may make reports both orally and in writing to the Board of Trustees.

Chairs and participates in a variety of standing and ad hoc committees regarding personnel practices.

Chairs the Committee for the Placement of the Physically Handicapped, which requires evaluating medical and employment records; presenting the merits of each case to the Committee, and implementing decisions of the Committee.

Assumes responsibility for the Employer-Employee Relations Branch in the absence of the Director.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Assistant Director of Employer-Employee Relations assists the Director of Employer-Employee Relations in the overall administration of the Employer-Employee Relations Branch and assumes responsibility for the Director in the event of his/her absence and in the exercise of delegated responsibility and authority.

A Director of Employer-Employee Relations is responsible for administering the Employer-Employee Relations Branch which encompasses the functions of contract negotiation, contract administration, employee counseling, and employee discipline for academic and classified personnel of the District.

SUPERVISION

General direction is received from the Director of Employer-Employee Relations. Supervision is exercised over lower-level professional and clerical office personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of contract negotiation and arbitration advocacy
- Public sector labor relations laws and precedents
- Sections of the Education and Penal Codes related to employer-employee relations
- Trends in employer-employee relations
- Fact-finding methods and procedures
- Rules and regulations related to unemployment insurance
- District Board rules and administrative policies
- Personnel Commission laws and rules
- Capabilities of computer applications, systems, and hardware in the management of employer-employee relations

Ability to:

- Coordinate various employer-employee activities required by labor agreements
- Effectively present and argue management's position in negotiations and arbitrations
- Compile data and analyze situations; translate findings into clear, concise reports and recommendations
- Meet important deadlines
- Express difficult situations and concepts effectively in oral and written presentations
- Understand, interpret, and apply applicable laws, policies, and precedents to employee relations problems
- Work independently on complex assignments

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in public administration, personnel administration, industrial relations, social sciences, or a closely related field.

Experience:

Five years of progressively responsible professional-level personnel experience which must have included at least two years of employer-employee relations experience which included responsibility for negotiating and interpreting labor contracts, as well as, investigating, analyzing and resolving disciplinary matters, grievances, appeals, and complaints.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.
Access to an automobile.