

DIRECTOR OF EMPLOYER-EMPLOYEE RELATIONS

DEFINITION

Plans, directs, and evaluates all programs and activities of the Employer-Employee Relations Branch, Operations Division.

TYPICAL DUTIES

Administers the Employer-Employee Relations program of the District which includes:

- Labor contract negotiations
- Contract administration
- Employee Counseling and guidance
- Employee discipline
- Grievance processing and hearings

- Serves as Chief Negotiator in the negotiator in the negotiation of labor contracts.
- Researches and develops proposals and strategies related to collective bargaining.
- Interprets negotiated labor agreements.
- Monitors and enforces the implementation of contractual provisions and obligations.
- Consults with exclusive bargaining representatives on contractual matters.
- Provides advice and assistance to district personnel on the resolution of problems related to employer-employee relations matters.
- Confers with administrators and supervisors on matters related to employee discipline.
- Facilitates the resolution of employee grievances through alternative conflict resolution methods.
- Acts as the District's advocate at disciplinary and grievance hearings.
- Serves as a technical advisor to the Vice Chancellor, Operations, Senior Staff and Cabinet on employer-employee relations matters.
- Chairs and/or participates in a variety of standing and ad hoc committees.
- Represents the District before State and local agencies on matters related to assigned functions.
- Coordinates the work of the Employer-Employee Relations Branch with that of other branches, divisions, and colleges.
- Develops the budget for the Employer-employee Relations Branch; reviews and controls the expenditure funds.
- Directs and/or prepares correspondence, reports, and presentations regarding assigned functions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Personnel Director** is responsible for administering the classified personnel program in conformance with the Merit System Article of the Education Code under the direction of the Personnel Commission.

A **Vice Chancellor, Operations** is the executive head of the Business Services and Human Resources Divisions and is responsible for planning, organizing, and directing all business, financial, and human resources operations of the District.

## SUPERVISION

General direction is received from the Vice Chancellor, Operations. Supervision is exercised over management, supervisory, technical, and clerical personnel

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of labor contract negotiation and administration
- Principles and techniques of fact-finding, mediation, arbitration, and conflict resolution
- Laws, regulations, rules and court decisions related to the employment of personnel with special emphasis on the provisions related to employer-employee relations in the State Education and Government Codes
- Principles and techniques of employee counseling and guidance
- Principles and techniques of supervision, training, and human relations
- Current developments in the field of employer-employee relations
- Functions, policies, organization, and personnel of the Los Angeles Community College District
- Uses and capabilities of computer hardware and software.

### Ability to:

- Plan and manage a complex employer-employee relations program
- Negotiate contract terms favorable to the District and in accordance with law and District policies
- Recognize the critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- React independently, responsibly, and promptly to situations and events
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Stimulate teamwork and promote cohesiveness toward the achievement of goals
- Train, supervise, and motivate employees
- Perceive and react responsibly to the needs of an ethnically, socially, and economically diverse workforce.
- Prepare effective written and oral communications, reports, and presentations
- Establish and maintain effective working relationships with all levels of administration, employee representatives, employees, and representatives of other agencies and organizations
- Allocate and effectively utilize the human, fiscal and physical resources of the Employer-Employee Relations Branch.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized four-year college or university. An advanced degree with a Specialization in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable.

### Experience:

Five years of professional-level employer-employee relations experience including two years of recent experience in an administrative or supervisory position. Public agency personnel management experience is desirable.

### Special:

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