

## EMPLOYEE RELATIONS SECRETARY

### DEFINITION

Supervises and participates in clerical duties associated with collective bargaining, appeals, grievances and other employer-employee relations functions.

### TYPICAL DUTIES

- Plans assigns, supervises and participates in performance of clerical activities pertaining to dismissals, appeals, grievances, layoff, and related staff relations matters.
- Provides approved information and answers inquiries regarding policies and procedures of the Board of Trustees, Personnel Commission and collective bargaining agreements.
- Prepares materials, as needed, for negotiation sessions and arbitration hearings.
- Receives, reviews and processes requests from companies offering Tax Sheltered Annuities.
- Insures completeness of required documentation prior to transmittal to Payroll as an eligible TSA offerer.
- Processes invoices and billing documents for monthly payments to insurance carriers for fringe benefits.
- Supervises and participates in the maintenance of files of disciplinary actions, grievances, conviction records and related matters.
- Coordinates and arranges for grievance hearings by scheduling hearing officers, setting hearing dates, arranging for facilities and notifying involved parties.
- Prepares responses to subpoenas which require gathering proper records, completing necessary forms, notifying the employee or student of the inquiry, and collecting applicable document fees and service charges.
- Supervises the issuance of parking spaces and bus passes and prepares the monthly reports required.
- Supervises the clerical staff, assigns work and reviews completed assignments of subordinates with regard for accuracy and compliance with procedures.
- Operates word processing and computer terminal equipment to produce correspondence and reports.
- Takes notes at collective bargaining sessions and records items for follow-up action.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

**An Employee Relations Secretary** relieves the Director of Employer-Employee Relations of administrative detail, and supervises and participates in clerical duties associated with collective bargaining, appeals, grievances and other staff relations functions.

**A Legal Secretary** performs secretarial and clerical duties which require a knowledge of specialized practices, procedures, and terminology related to the operation of a law office.

## DISTINGUISHING CHARACTERISTICS (Cont.)

**An Administrative Secretary** performs secretarial and clerical duties related to the management of an administrative office, and has responsibility for independently taking action on matters of non-technical administrative detail. The scope of duties are varied and are related to an important administrative function of the District. The class of **Administrative Secretary (Confidential)** is distinguished from the class the class of Administrative Secretary because of the requirement for the employee to have access to, or possess information relating to, employer-employee relations matters.

## SUPERVISION

General supervision is received from the Director of Employer-Employee Relations. Supervision is exercised over other clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organization and procedures pertinent to personnel administration in the Los Angeles Community College District
- Modern office methods, practices and procedures
- Fundamentals of English grammar, spelling and punctuation
- Records and files organization and use
- Public relations techniques for public contact in person and on the phone

### Ability to:

- Train and supervise other clerical personnel
- Read and apply: Board of Trustees Rules, Personnel Commission Rules, Personnel Guides and Education Code Sections
- Make arithmetical computations
- Keep records and maintain files
- Assume responsibility and exercise sound judgment
- Work under pressure
- Keep office matters strictly confidential
- Learn to use computer input/inquiry terminal
- Utilize computer software typically found in an office environment

### Skill in:

- Operating common office equipment

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Three years of paid clerical experience, including one year of personnel-clerical experience with the Los Angeles Community College District. College level training in office administration may be substituted for the general clerical experience on a year-for-year basis.

### Special:

Must type 60 words per minute.