

PRINCIPAL EMPLOYEE RELATIONS SPECIALIST

DEFINITION

Performs a wide variety of duties related to the employer-employee relations program including investigation, analysis, and adjudication of disciplinary actions, grievances, appeals, and complaints; serves as chief negotiator for designated classified bargaining unit contracts.

TYPICAL DUTIES

Participates in the development of negotiation strategies for collective bargaining sessions.
Researches and develops proposals and counter proposals for discussion at the collective bargaining table.
Serves as chief negotiator for the negotiation and renegotiation of designated classified bargaining unit contracts.
Interprets negotiated agreements for management and supervisory personnel.
Consults with bargaining unit representatives.
Chairs and participates in a variety of standing and ad hoc committees regarding personnel practices.
Confers with administrators and supervisors to determine the need for disciplinary action and develops a plan of progressive discipline.
Arranges for and facilitates efforts at alternative dispute resolution; evaluates situations, and where appropriate recommends the use of mediation instead of formal grievance procedures.
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, conducts investigations to develop additional supportive evidence, background information and documentation; and when appropriate prepares statements of charges and recommends appropriate disciplinary action.
Acts as the District's advocate at classified disciplinary and grievance hearings which includes the subpoenaing of witnesses, pre-hearing preparation of witnesses, answering of interrogatories, the production of records and evidence, and preparation of statements and briefs.
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.
Reviews unemployment claims; files appeals as appropriate; and represents the District at appeal hearings.
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.
Conducts investigations regarding highly confidential and sensitive personnel matters and may make reports both orally and in writing to the Board of Trustees.
Coordinates District's response to subpoenas.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Principal Employee Relations Specialist serves as chief negotiator for designated classified contracts and applies a detailed knowledge of specialized Federal, State, and District laws, rules, and administrative policies related to employee relations in formulating and interpreting contract provisions and in providing information, consultation, and direction to District staff on sensitive employee relations matters and in the investigation, analysis, and resolution of disciplinary matters, grievances, and unemployment claims.

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.

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.

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

- Public sector labor relations laws and precedents
- Sections of the State of California Education Code and penal codes; and general knowledge of unemployment insurance and workers' compensation rules and regulations
- Policies of the District related to the employment and retention of personnel
- Principles and techniques of contract negotiation and arbitration advocacy
- Basic literature, periodicals, and other source materials concerning current trends in employer-employee relations
- Fact-finding methods and procedures
- District Board rules and administrative policies
- Personnel Commission law and rules
- Capabilities of computer applications and hardware in the management of employer-employee relations

Ability to:

- Coordinate various employer-employee relations activities required by labor agreements
- Effectively present and argue management's position in negotiations and arbitration's
- Develop innovative solutions to complex and sensitive employer-employee relations problems

Ability to: (Cont.)

- Compile data and analyze situations; translate findings into clear, concise reports and recommendations; and 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
- Maintain effective working relationships with all levels of District administrators, employees, employee organization representatives, representatives of private and public agencies, and individuals of a variety of ethnic, social, and economic backgrounds
- Maintain and exercise sound judgment in stressful situations

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:

Four years of progressively responsible professional-level personnel experience which must have included at least two years of experience in formulating and interpreting labor contract provisions and in investigating, analyzing and resolving disciplinary matters, grievances, appeals, and complaints.

Additional qualifying experience may be substituted for the degree requirement on a year for year basis. A master's degree in public administration, personnel administration, industrial relations or a closely related field may be substituted for the two years of general personnel experience.

Special:

A valid Class "C" California driver's license.
Access to an automobile.