

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           MANAGER OF LABOR RELATIONS**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional work serving as the chief spokesperson in all collective bargaining matters, contract negotiations, pension negotiations, arbitration, and grievance hearings. Classification typically reports to Director of Human Resources.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Participates in various negotiation efforts; negotiates collective bargaining and coalition pension agreements.

Presents grievance arbitration cases.

Manages labor relations and related legal issues; effects dispositions including legal responses, positional briefs, motions, conducts investigations, responses to interrogations and requests for production, and settlement agreements.

Acts as an advisor to all staff members on labor relation and related legal issues.

Represents the department at various internal meetings and committees.

Drafts responses in human rights complaints; handles prohibitive practice complaints and other contests in quasi-legal and administrative forums including wage and hour complaints, freedom of information petitions, unemployment and workers compensation as required.

Analyzes, collects and researches demographic information including economic and collective bargaining data; researches labor relations, legal precedents, awards, and decisions.

Performs related administrative tasks; prepares internal reports; provides recommendations; trains supervisors and managers in various labor relation issues and legal concepts.

Acts as a liaison between labor counsel, corporate counsel, and staff.

Interprets collective bargaining agreement provisions and legal and statutory regulations; provides interpretive expertise on all compensation issues with payroll and time-keepers.

Projects salary and benefit cost implications; performs retroactive pay adjustments.

Maintains labor relations and legal records, minutes, awards and decisions.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in industrial relations, labor relations, human resources or closely related field with a minimum of seven (7) years of experience managing an organization's collective bargaining, contract administration, arbitration, case presentation and related negotiations, legal writing, and at least three (3) years at the managerial level including experience as a chief spokesperson; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*