

LABOR RELATIONS MANAGER

KIND OF WORK

Personnel management work involving the establishment and maintenance of labor-management relations in one of the largest state departments.

NATURE AND PURPOSE

An employee in this class is responsible for directing the Labor Relations section of the Personnel Division of a large state department. Positions in this class are differentiated from other personnel classifications in that the incumbent directs a full-time labor relations program within a multi-union environment. Incumbents are responsible for formulating and administering the department's labor relations program subject to top management guidelines and approval and representing management in the negotiation, interpretation and administration of collective bargaining agreements.

An employee in this class reports to the personnel director who has overall responsibility for the department's personnel management program. Policy direction is received in conference and through review of results.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Represents the department and advises the State Negotiator during labor agreement negotiations so that department needs are considered in negotiation of final agreements.

Represents the department in all discussions and agreements with employee organizations concerning contracts, contract modifications, work rules and procedures so that the intent of the negotiated agreement is adhered to by departmental supervisors and managers.

Provides managers and supervisors with authoritative interpretations of negotiated agreements and conducts or arranges training in contract administration to ensure that they have the information needed to understand and adhere to negotiated agreements.

Provides managers and supervisors with leadership and guidance in the review and settlement of grievances so that the management's rights are protected by providing a consistent and uniform interpretation of negotiated agreements.

Maintains records and prepares reports on union activities; assembles and analyzes information on trends in labor relations; prepares management studies on seniority, layoff and related subjects so that top management has current and relevant information on labor-management relations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of personnel administration and labor relations.

Thorough knowledge of P.E.L.R.A. and the state labor relations process.

Extensive knowledge of departmental organization and operations.

Extensive knowledge of Minnesota Civil Service Law, Rules and Procedures.

Ability to:

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective relationships with managers, supervisors, employees and employee representatives.

Est.: 07/06/77
Rev.:

T.C.: 02/25/83, 4/9/13
Former Title(s): Labor Relations Agency Mgr