

## LABOR RELATIONS CONSULTANT 1

### KIND OF WORK

Professional Labor Relations work.

### NATURE AND PURPOSE

Under general supervision, performs labor relations research and analysis, provides technical assistance to agency supervisors and managers, and facilitates the negotiation and administration of collective bargaining agreements between the state and employee organizations; performs related work as required.

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

Prepares and presents grievance arbitration cases, including testimony and initial draft of the post-hearing brief on grievances presented through the grievance procedure, so that accurate and complete information is available for presentation by the Labor Relations Representative or others in arbitration, by meeting with union representatives, witnesses, and agency supervisors and managers, preparing case materials, and reporting findings to an Assistant State Negotiator for determination of case theory and script prior to presentation.

Interprets and advises supervisors and managers of assigned agencies on routine and difficult contract administration questions, to ensure that the existing contract is consistently administered, employee grievances are minimized, and management discretion is preserved, using knowledge of applicable contracts, their bargaining history, and after consultation with an Assistant State Negotiator or other supervisor.

Records and summarizes the content of labor contract proposals and related at-the-table discussions, so that management responses and contract language can be developed, by attending bargaining sessions, taking detailed notes and reporting to an Assistant State Negotiator.

Identifies, summarizes, and reports to an Assistant State Negotiator those areas of existing contracts which have caused operating difficulties for state agencies over the term of the contract, so that areas of necessary contract modification are properly identified, by reviewing grievance records, discussion with supervisors and managers concerning application and interpretation of contracts, and research of the outcomes of grievance arbitrations.

Researches assigned aspects of law and arbitral precedent related to contract proposals and grievance matters, to ensure consistency with laws, discover precedent in the areas of law and arbitration and to support employer positions on contract language in negotiations and arbitrations, using legal and professional research methods and reference sources to develop information and report findings to an Assistant State Negotiator orally or by memorandum.

Contributes ideas in a team context to analysis of labor contract proposals, so that alternative responses are generated for rewriting of management proposals, using knowledge of contract language proposals, their cost and impact upon operating requirements of state agencies.

Prepares costing exhibits such as graphs, charts, tables, and summaries of the economic implications of management and labor contract proposals, so that accurate cost data is provided for management decision making in the negotiations process, by applying knowledge of available data sources, variables affecting item cost, and mathematical calculations.

Instructs agency supervisors and managers on administration of the terms and conditions of the labor agreement and on general knowledge areas of labor relations, to ensure that the existing contract is consistently administered and that employee grievances are minimized, resolved, or processed correctly to arbitration, using oral presentation skills, an established training curriculum outline, and knowledge of the applicable contracts.

Researches, prepares testimony, rehearses witnesses, and presents case information in administrative forums for bargaining unit clarifications and related hearings, management's position to thoroughly and accurately represent, using knowledge of hearing procedures, bargaining unit law and precedent, and state personnel practices and procedures.

Researches topics assigned by the State Negotiator or others for task forces or special studies, to provide information related to the goal of the body or study, by selecting and using appropriate research methods and data sources and writing drafts for review by supervisors.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Professional labor relations principles, practices, and procedures sufficient to analyze problems and propose courses of action in the areas of contract administration and contract development.

The principles, practices, and procedures of public personnel administration as applied to labor relations issues and problems.

Reference libraries and reference sources such as federal and state reporters, digests, and journals, applicable to the labor law or precedent under study.

Legal research techniques such as the use of index systems, head-notes, key number systems, sufficient to locate relevant personnel or labor law or determinations.

Salary survey procedures sufficient to develop an information base for the preparation of management contract proposals.

Variables, assumptions and mathematical calculations sufficient to prepare costing exhibits of labor contract proposals.

Grievance arbitration requirements and processes sufficient to prepare and present testimony and draft a post hearing brief.

Ability to:

Organize ideas, conceptualize problems, categorize relevant and irrelevant data for incorporation into narrative reports.

Write professional level research reports which are clear, concise, and at the appropriate level of detail for use by decision makers.

Ability to communicate orally in group and individual settings to both explain and clarify labor relations subject matter.

Est.: 12/82  
Rev.:

T.C.: 4/9/13  
Former Title(s): Labor Relations Rep