

## LABOR RELATIONS CONSULTANT 2

### KIND OF WORK

Professional Labor Relations work.

### NATURE AND PURPOSE

Under limited supervision, performs labor relations research and analysis, provides technical assistance to agency supervisors and managers, and negotiates and administers small to medium sized 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 and interest arbitration cases that are non-controversial and have established precedent to ensure that disputes are resolved in a consistent manner. This is accomplished by meeting with union representatives, witnesses, agency supervisors and managers, preparing case materials. Supervisory approval of case theory and strategy is obtained prior to the hearing. Outcomes are reviewed by an Assistant State Negotiator.

Drafts and presents contract proposals and conducts negotiations for labor agreements for small to medium sized bargaining units to ensure that management's position is represented in negotiations and is in accordance with law, precedent, and policy. This is accomplished by analyzing the content of labor contract proposals, using knowledge of bargaining unit history, law, precedent, policy and personnel practices. Supervisory approval of strategy and resolutions is obtained prior to negotiation sessions. Draft language is reviewed with an Assistant State Negotiator.

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, personnel practices, and reporting to an Assistant State Negotiator by exception.

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.

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.

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.

Assists in preparing curriculum and trains agency supervisors and managers on administration of the terms and conditions of the labor agreement and on general and specific 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, by selecting concepts, materials and training activities for inclusion in the curriculum, using oral presentation skills, knowledge of the applicable contract personnel practices.

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, writes, and coordinates studies of subjects which respond to legislative or contractual mandates, to ensure that Labor Relations participation fulfills the mandate and is consistent with division policy. This is done by selecting and using appropriate research methods and data sources, maintaining preparation deadlines and communication with study participants.

Researches, prepares testimony, rehearses witnessess, and presents case information in administrative forums for bargaining unit clarifications and related hearings, so that management position is thoroughly and accurately represented, using knowledge of hearing procedures, bargaining unit law and precedent, and State personnel practices and procedures.

### 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, lead-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 management contract proposals.

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

Grievance and interest arbitration hearing procedures sufficient to prepare and argue the case, including the opening and closing statement and examination of witnesses.

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.

Formulate and draft management contract proposals for small-impact labor agreements.

Communicate orally in group and individual settings to explain, clarify, argue and negotiate labor relations subject matter or contract proposals.

Est.: 12/82  
Rev.:

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